



NOTICE OF CITY COMMISSION MEETING

December 16, 2024 | 7:30p.m.

Royal Oak residents, visitors to the city and vendors with business before the city commission are welcome to attend all public meetings of the city commission or remotely through viewing options listed below.

Individuals attending the meetings may participate in public comment when a public hearing is opened for comment; and/or when the member of the public has an agenda item. All individuals wishing to speak will raise their hand and after being recognized by the meeting chair, shall proceed to the lectern unless a physical impairment requires adaptive alternative. They shall state their full name (providing accurate spelling) and state the topic(s) to be discussed.

Public comment is welcome for items appearing on the agenda or any matter of city concern. Public comment is made in-person during this portion of the meeting. An individual shall be allowed to speak only once during the public comment portion of a meeting agenda or a public hearing. Speakers shall be limited to a presentation of three minutes. *

View or Listen Live

Broadcast from City Commission Chambers 121
WROK WOW Channel 10 | Comcast Channel 17

WROK You Tube <https://www.youtube.com/channel/UC4ybfAUGhd-GQM2jbJFKbOg>
WROK Live Stream: <https://www.romi.gov/523/Live-Stream-and-Video-on-Demand>

Additional Information

Members of the public shall be allowed exhibits, displays and visual aids which will be used in connection with presentations of agenda items coming before the city commission at their meeting. Any member of the public desiring to distribute support materials shall *submit these to the city manager's office the Friday prior meeting*.

**Speakers requesting more than three minutes must have such period of time extended by a vote of the city commission. Any member of the public recognized by the meeting chair whose time to comment, or present has expired will be directed by the meeting chair to cease speaking. Should a second request from the meeting chair be required, the speaker shall immediately cease and failing to do so will cause removal of this individual from the meeting.*



Royal Oak

Agenda Royal Oak City Commission Meeting

Monday, December 16, 2024, 7:30 p.m.
City Hall Commission Chambers Room 121
203 South Troy Street
Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

	Pages
1. Call to Order by Mayor Fournier	
2. Invocation by Commissioner Herzog	
3. Pledge of Allegiance	
4. Approval of Agenda	
5. Presentation of Main Street American 2024 Accreditation Daniel Solomon, John Bry of Main Street Oakland County	Daniel Solomon 2
6. Public Comment	
7. Consent Agenda	
a. City Commission Meeting Minutes December 9, 2024	5
b. Contract Modification to Contract CAP2410 2024 Water Main Improvements Holly Donoghue, P.E.	13
c. Resolution to Approve Veterans Events Committee Bylaws Susan Barkman	20
d. Receive and File	
a. November 2024 Investment Report	27
8. Request to Create and Fill a Position for a Communications Director Joseph Gacioch	32
9. Rezoning of 723 North Main Street to Planned Unit Development, First Reading Timothy E. Thwing/Joseph Murphy	Tim Thwing 40
10. Adjournment	



CITY COMMISSION AGENDA ITEM

TITLE	Presentation of Main Street American 2024 Accreditation	
SUBMITTING DEPARTMENT	Community Development - Planning	
PRESENTER	Daniel Solomon, John Bry of Main Street Oakland County	
MEETING DATE	December 16, 2024	
SECOND READING REQUIRED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CERTIFIED RESOLUTION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

EXECUTIVE SUMMARY (include history of previous Commission action/discussion, background, scope of work, etc.):

The Royal Oak Downtown Development Authority has annually been a member of Main Street America, and our county-level coordinating program, Main Street Oakland County, as a Select level community from 2000-2009 and from 2017 to present. The DDA has been an accredited Main Street America community since 2018.

As part of our accreditation, we strive to meet rigorous standards which follow transformation strategies meant to revitalize and strengthen downtown districts. Main Street America prescribes to a four-point approach which includes design, promotion, organization, and economic vitality. Through the annual evaluation process the Royal Oak DDA is evaluated based on our organizational capacity and work toward creating a strong revitalization effort, promotional activities meant to bolster downtown, implementation of design to enhance the physical attributes of downtown and creating a supportive environment for entrepreneurs and innovators in the district.

We have achieved the 2024 accreditation status for a Select level community. The Main Street Oakland County coordinating program will present us with our accreditation certificate.

Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$0.00
AMOUNT CURRENTLY BUDGETED	
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	247-729-86500
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

OTHER FISCAL IMPACTS: (Select all that apply.)

No fiscal impact

Revenue impact (details below)

Workload impact (details below)

Operations Impact (details below)

REVENUE IMPACT: *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A – Presentation of annual accreditation certificate

WORKLOAD IMPACT: *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A – Presentation of annual accreditation certificate

OPERATIONS IMPACT: *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

N/A – Presentation of annual accreditation certificate

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.

This activity supports the Strategic Plan's goal of a vibrant local economy

COMMUNITY ENGAGEMENT

Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.

N/A – Presentation of annual accreditation certificate

BOARD AND COMMISSION FEEDBACK

Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:

N/A – Presentation of annual accreditation certificate

LEGAL COMMENTS

ATTACHMENTS:



Royal Oak

Minutes

Royal Oak City Commission Meeting

December 9, 2024, 7:30 p.m.
City Hall Commission Chambers Room 121
203 South Troy Street
Royal Oak, MI 48067

Present: Commissioner Cheezum
Commissioner Douglas
Commissioner Herzog
Mayor Pro Tem Hunt
Commissioner Kolo
Commissioner Macey

Absent: Mayor Fournier

1. Call to Order by Mayor Pro Tem Hunt

The meeting was called to order by Mayor Pro Tem Hunt at 7:30 p.m.

2. Invocation by Commissioner Douglas

3. Pledge of Allegiance

4. Approval of Agenda

Moved by: Commissioner Macey

Seconded by: Commissioner Herzog

Be it resolved, the city commission hereby approves the agenda for the December 9, 2024 meeting.

Motion Adopted

5. Public Comment

Trish Oliver spoke on item 9 and why she was against the rezoning.

Robert Huston, 821 Woodcrest Drive, spoke about the cancellation of the swim programs.

Alex Morford spoke in support of item 9.

Nancy Sumner, 1502 Northwood Boulevard, spoke about the speed humps on her street.

Michael Fitzpatrick, 4715 Leafdale, wanted the commission to know how many people liked the swim programs and he hoped they would continue them in the future.

Philip Bator, 3367 Prairie, spoke on item 9 and was against the rezoning

Destany Bator, 3367 Prairie, spoke on item 9 and was against the rezoning.

Penny Hood, 3358 Prairie, spoke on item 9.

Fred Rose, 3362 Prairie, spoke on item 9 and was against the rezoning.

Erik Ohlsson, 3366 Prairie, spoke on item 9 and was against the rezoning.

Alex Wallin, 3359 Prairie, spoke on item 9 and was against the rezoning.

Amy Hurley, 525 West 4th Street, spoke on item 7 and the parking meters in front of her building.

6. Consent Agenda

Moved by: Commissioner Douglas

Seconded by: Commissioner Macey

Be it resolved, the city commission hereby approves the consent agenda as follows:

Motion Adopted

6.a City Commission Meeting Minutes November 18, 2024

Be it resolved, the city commission meeting minutes of November 18, 2024 are hereby approved.

6.b Appointments Committee Recommendations

Be it resolved, the city commission hereby approves to fill the following vacancies:

Alexandra Andre	Community Engagement Advisory Board	12/31/2026
Anubhav Awasthi	Community Engagement Advisory Board	12/31/2026
Georgia Hurchalla	Community Engagement Advisory Board	12/31/2025
Ammar Khan	Human Rights Commission	12/31/2026
Diya Oberoi	Human Rights Commission (Student Rep)	06/30/2025
Amy Kaczmarek	Older Adults Advisory Board	12/31/2027
Suzanne McMahon	Older Adults Advisory Board	12/31/2025
Ian McKinney	Parks and Recreation Advisory Board	12/31/2025
Gabriel Phillips	Rehabilitation Board of Review	12/31/2026
Judy Davids	Veteran's Events Committee	12/31/2025
Corey Christensen	Zoning Board of Appeals	12/31/2027
Paul Bastian	Zoning Board of Appeals	12/31/2027

Be it resolved, the city commission hereby approves the following reappointments:

Jane Brancheau	Board of Review	12/31/2026
Ryan Everett	Board of Review	12/31/2026
Jen Thorstad	Civil Service Board	12/31/2027
Patrick Saunders	Civil Service Board	12/31/2027
Theodore Page	Community Engagement Advisory Board	12/31/2027
Robin Winter	Community Engagement Advisory Board	12/31/2027
Frank Quinn	Construction Code Board of Appeals	12/31/2026
Patrick Sharak	Construction Code Board of Appeals	12/31/2026
Nicholas Marcelletti	Environmental Advisory Board	12/31/2027
Zoe Chase	Environmental Advisory Board	12/31/2027
Julie Lyons-Bricker	Environmental Advisory Board	12/31/2027
Josephine Hetherington	Environmental Advisory Board (Student Rep)	06/30/2025
Leah Milligan	Environmental Advisory Board (Student Rep)	06/30/2025
Danielle Cadaret	Historic District Commission	12/31/2027
Sean Dunlop	Historic District Commission	12/31/2027
Theresa Scherwitz	Historic District Commission	12/31/2027
Eric Romain	Historic District Study Committee	12/31/2027
Patrick Andras	Historic District Study Committee	12/31/2027
Kathy Putnam	Historical Commission	12/31/2027
Brett Tillander	Human Rights Commission	12/31/2027
Gerardo Aponte-Safe	Human Rights Commission	12/31/2027
Gabriel Phillips	Naming Committee	12/31/2029
Anne Hoyt	Older Adults Advisory Board	12/31/2027
Brigitta Burguess	Parks and Recreation Advisory Board	12/31/2027
Sarah Kindinger	Parks and Recreation Advisory Board	12/31/2027
Eric Lofquist	Rehabilitation Board of Appeals	12/31/2027
Mark Vanneste	Rehabilitation Board of Appeals	12/31/2027
Carl Laubach	Traffic Committee	12/31/2027
Joe Labataille	Traffic Committee	12/31/2027
Michael Tash	Traffic Committee	12/31/2027
Thomas Allen	Traffic Committee	12/31/2027
David Wandoff	Veteran's Events Committee	12/31/2027
Michael Sherman	Veteran's Events Committee	12/31/2027
Francis Roche	Veteran's Events Committee	12/31/2027

Be it resolved, the city commission hereby approves the following reappointments recognizing that they are currently term limited, however, the special expertise and experience required for these boards and committees make it inherent that they remain in place:

JoAnn Ryder	Board of Review	12/31/2026
Stephen Gillette	Board of Review	12/31/2026
Anthony Offak	Construction Code Board of Appeals	12/31/2026
Anthony Offak	Demolition Hearing Officer	12/31/2027
Tammis Donaldson	Historic District Study Committee	12/31/2027

6.c Claims

6.c.1 November 26 2024

Be it resolved, the claims of November 26 2024 are hereby approved.

6.c.2 November 29 2024 Regular and Special Payroll

Be it resolved, the claims of November 29 2024 Regular and Special Payroll are hereby approved.

6.c.3 December 10 2024

Be it resolved, the claims of December 10 2024 are hereby approved.

6.d Approval of Purchase Orders

Be it resolved, the city commission approves the following requisition/purchase orders for fiscal year 2024-25:

Requisition # R008856

Vendor: English Gardens

Requesting approval for: \$264,560

Price Source: in a multi-year contract

Budgeted: \$264,560

Department / Fund: DDA/TIFA / DDA development

Description: holiday lights downtown, holiday tree

Requisition # R008846

Vendor: Marine City Nursery Company

Requesting approval for: \$166,000

Price Source: in a multi-year contract

Budgeted: \$166,000

Department / Fund: parks & forestry, streets parkway maintenance / general, major streets, local streets

Description: Fall 2024 tree planting program

Requisition # R008861 change order

Vendor: Verdeterre Contracting

Requesting approval for: \$122,240 additional for a total of \$156,670

Price Source: bid among vendors currently under contract

Budgeted: \$156,670

Department / Fund: sewer maintenance / water & sewer

Description: 12 Mile & Main sewer repair & concrete

Requisition # R008382 change order

Vendor: Patrick Gagniuk

Requesting approval for: \$10,000 additional for a total of \$50,000

Price Source: estimation / coordinator bid by Royal Oak

Budgeted: \$50,000

Department / Fund: indigent defense

Description: contracted legal / advisory counsel

Requisition # R008726

Vendor: White Pine Bldg. & Development

Requesting approval for: \$27,670

Price Source: bid by Royal Oak

Budgeted: \$27,670

Department / Fund: housing assistance program / community develop

block grant
Description: housing rehab

Requisition # R008462
Vendor: Grand Blanc Printing Co. Inc.
Requesting approval for: \$26,000
Price Source: estimation
Budgeted: \$26,000
Department / Fund: community promotion / publicity tax
Description: printing for 4 issues of Insight magazine/fall, winter, spring, summer

6.e Exercise Contract Option 2024 Sidewalk Improvements Contract CAP2402

BE IT RESOLVED, the Royal Oak City Commission hereby approves contract modification 1 under the Royal Oak 2024 Sidewalk Improvements Contract CAP2402 with L. Anthony Construction, Inc. of Bruce Township, Michigan for the additional amount of \$797,608.71 and directs staff to issue a purchase order in the amount of the contract modification.

6.f Resolution to Renew Membership for the Clinton River Watershed Council

BE IT RESOLVED, the Royal Oak City Commission hereby approves renewal of the City's membership in the Clinton River Watershed Council and the payment of the dues for 2025.

6.g Receive and File

- 6.g.1 Letter to Governor Whitmer in Support of House Bills 4274 and 4275
- 6.g.2 October 2024 Investment Report

7. Approval of November 2024 Traffic Committee Resolutions

Moved by: Commissioner Kolo
Seconded by: Commissioner Douglas

Be it resolved, the city commission hereby approves the traffic committee's recommendation to remove the existing speed limit sign on the west side of Campbell Road south of Ottawa Avenue; to allow Madison Heights to install two dynamic speed feedback signs on Campbell Road near Bishop Foley High School and Lessenger Elementary School in the Royal Oak right-of-way, with signs to be maintained by the City of Madison Heights, as outlined in agenda item 6a;

Be it further resolved, the city commission hereby approves the traffic committee's recommendation to incorporate pedestrian crossing improvements along Catalpa Drive as part of the future road project and to reevaluate the speed limit on Catalpa Drive after the road work is completed as outlined in agenda item 6b and gives leeway to the city engineer for the design on Catalpa Drive;

Be it further resolved, the city commission hereby approves the traffic committee's recommendation to remove the current lane assignment sign for northbound N. Main Street located north of Hawthorn Avenue; to install two (2) lane assignment guidance signs for northbound Main Street south of Gardenia Avenue; to add dashed striping for northbound Main Street lanes across the intersection of Gardenia Avenue and drawing lane assignments on Main Street to further indicate lane assignments as outlined in agenda item 6c;

Be it further resolved, the city commission hereby approves the traffic committee's recommendation to remove all parking meters on W. Fourth Street between S. Laurel Street and S. West Street as outlined in agenda item 6d;

Be it finally resolved, the city commission hereby approves the traffic committee's recommendation to install north/south ADA ramps along the west side of the N. Washington Avenue at Orchard View Drive as outlined in agenda item 6e;

Motion Adopted

8. Acceptance of Fiscal Year Ending June 30, 2024 Financial Audit and Comprehensive Financial Report

Finance Director Kymberly Coy provided an overview of the report. John Maten, Chairman of the Audit Review Committee, spoke to the commission. He wanted to note that the letter recommends that the city commission addresses the substantial fund balance in the State Construction Code Fund. Rehmann Auditing Principal, Nathan Baldermann, took questions from the commission.

Moved by: Commissioner Macey

Seconded by: Commissioner Herzog

Be It Resolved, the city commission of the city of Royal Oak hereby accepts the annual comprehensive financial report, independent auditor's communication with those charged with governance (previously known as the management letter), and the single audit act compliance report for the fiscal year-ending June 30, 2024, as presented.

Motion Adopted

9. Conditional Rezoning of Parcel 25-07-103-041 to Multiple-Family Residential, First Reading

Planner Doug Hedges provided an overview to the commission. Architect John Vitale, on behalf of the petitioner, discussed the project and took questions from the commissioners.

Moved by: Commissioner Douglas

Seconded by: Commissioner Cheezum

Whereas the Royal Oak Planning Commission held a public hearing on October 8, 2024, and recommended approval of an amendment to the City of Royal Oak

Zoning Map for the purpose of conditionally rezoning the southeast corner of West 13 Mile Road and Prairie Avenue (parcel no. 25-07-103-041) from "Neighborhood Business" to "Multiple-Family Residential;" and

Whereas the Royal Oak City Commission has determined that the Zoning Map amendment is consistent with the goals and objectives of the City of Royal Oak Master Plan and has received the record of public comments taken at the public hearing held at the Planning Commission meeting of October 8, 2024.

Therefore, be it resolved, that Ordinance 2024-15, entitled "An Ordinance to Amend the Zoning Map of the City of Royal Oak," is hereby adopted on first reading.

The City of Royal Oak ordains:

Section 1 – Ordinance. Pursuant to the provisions of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and pursuant to all applicable provisions of law, the City of Royal Oak Zoning Map is hereby amended to conditionally rezone the southeast corner of West 13 Mile Road and Prairie Avenue (parcel no. 25-07-103-041) from "Neighborhood Business" to "Multiple-Family Residential," and SP 24-10-11, a site plan to allow construction of a building with ten (10) multiple-family dwellings at the southeast corner of West 13 Mile Road and Prairie Avenue (parcel no. 25-07-103-041), is hereby approved, subject to the associated "conditional zoning agreement."

Section 2 – Severability. If any section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 3 – Savings. As proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

Section 4 – Repealer. All ordinance or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 5 – Effective Date. This ordinance shall be published in a newspaper of general circulation in the City of Royal Oak and shall become effective ten (10) days after publication, as provided by law.

Be it further resolved that the City Commission directs staff to prepare a "conditional zoning agreement" for consideration by the City Commission as part of the required second reading of ordinance 2024-15.

Ayes (5): Commissioner Cheezum, Commissioner Douglas, Commissioner Herzog, Commissioner Kolo, and Commissioner Macey

Nays (1): Mayor Pro Tem Hunt

Motion Adopted (5 to 1)

10. Adjournment

Moved by: Commissioner Cheezum
Seconded by: Commissioner Herzog

Motion to adjourn at 9:04 p.m.

Motion Adopted

Melanie Halas, City Clerk

Michael C. Fournier, Mayor



CITY COMMISSION AGENDA ITEM

TITLE	Contract Modification 1 – 2024 Water Main Improvements Contract CAP2410	
SUBMITTING DEPARTMENT	Community Development - Engineering	
PRESENTER	Holly Donoghue, P.E.	
MEETING DATE	December 16, 2024	
SECOND READING REQUIRED	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CERTIFIED RESOLUTION	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

EXECUTIVE SUMMARY

Verdeterre Contracting, Inc. was awarded the 2024 Water Main Improvements Contract CAP2410 at the February 29, 2024 city commission meeting. The work under this contract included water main replacement and road resurfacing of Northwood Boulevard and Sycamore Avenue. This work is now substantially complete. Staff is requesting authorization to pay for additional contract quantities for the 2024 project, and also to extend the contract to cover next year's water main improvements.

During the 2024 project, staff directed the contractor to replace additional quantities of curbing and concrete road base based on condition assessments in the field. Staff also directed the contractor to repair a failing 30-inch diameter storm sewer at the intersection of Northwood Boulevard and Bonnie View Drive. The additional costs for this effort are summarized in Attachment 1, and will require a budget amendment.

Staff has designed project plans for 2025 water main replacement and road improvements, and requested a quote from Verdeterre to complete this work based on favorable working experience. The following road segments are included in the 2025 project:

- Lexington Boulevard - Marais Avenue to N. Washington Avenue
- Nakota Road - Hillcrest Avenue to Crooks Road
- E. Parent Avenue - Longfellow Avenue to Irving Avenue (special assessment paving)

The estimated quantities and unit pricing for the 2025 project are summarized in Attachment 1. The work is within budget as outlined in the Capital Improvement Plan for CAP2511, and the Engineering Division recommends approval of the contract extension as contract modification 1.

Based on the proposed 2025 unit prices, the total estimated special assessment paving cost on E. Parent Avenue is 0.5% below the original estimate provided to the affected properties. Another public hearing of assessment is therefore not required.

Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$110,846.20 (for CAP2410) \$2,524,522.00 (for CAP2511)
AMOUNT CURRENTLY BUDGETED	See tables below for 2024 and 2025 work
BUDGET AMENDMENT REQUIRED	\$86,568.50
FUNDING SOURCE/ GL NUMBER	203.901.81401.CAP2410
WAS THIS A BUDGETED EXPENSE?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2024 Project (CAP2410)	Water/Sewer Fund 592.901.81401.CAP2410	Local Road Fund 203.901.81401.CAP2410	Total
Expenditure Required (overall)	\$2,089,159.30	\$1,752,328.50	\$3,841,487.80
Currently Budgeted	\$2,120,058.18	\$1,665,760.00	\$3,785,818.18
Budget Amendment Required	N/A - under budget	\$86,568.50	

2025 Project (CAP2511)	Water/Sewer Fund 592.901.81401.CAP2511	Local Road Fund 203.901.81401.CAP2511	Local Road Fund - Special Assessment 203.901.81401.CAP2536	Total
Expenditure Required (overall)	\$950,286.00	\$1,485,315.00	\$88,921.00	\$2,524,522.00
Currently Budgeted	\$1,214,545.45	\$1,559,633.03	\$96,363.64	\$2,870,542.12
Budget Amendment Required	N/A - under budget	N/A - under budget	N/A - under budget	

OTHER FISCAL IMPACTS: (Select all that apply.)

No fiscal impact Revenue impact (details below)
 Workload impact (details below) Operations Impact (details below)

Additional construction work was required on Northwood Boulevard for curbing, road base and sewer repair as described above.

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Paving roadways is in line with the Strategic Plan goal to provide reliable infrastructure and the Sustainability and Climate Action Plan (S-CAP) overall goal to fund, plan and develop well maintained infrastructure for all modes of travel.

- S-CAP Water Goal 4.1.1: Replace lead service lines
- S-CAP Water Goal 4.1.3: Upgrade/replace water mains annually based on asset management plan
- S-CAP Mobility Goal 2.1.2: Continue to evaluate road surface conditions, including bicycling lanes and routes, and upgrade sections as necessary

COMMUNITY ENGAGEMENT

The City went through the required special assessment procedures for E. Parent Avenue. Staff will send construction notification letters to properties adjacent to the 2025 project next spring.

BOARD AND COMMISSION FEEDBACK

N/A

LEGAL COMMENTS

PROPOSED COMMISSION RESOLUTION:

BE IT RESOLVED, the Royal Oak City Commission hereby approves contract modification 1 under the Royal Oak 2024 Water Main Improvements Contract CAP2410 with Verdeterre Contracting, Inc. of Belleville, Michigan for the additional amount of \$2,635,368.20 and directs staff to issue a purchase order in the amount of the contract modification.

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for the 2024 Water Main Improvements Contract CAP2410 using competitively bid contract pricing in accordance with the Contract:

FUND IMPACTED: Water and Sewer Fund	
	INCREASE (DECREASE)
APPROPRIATIONS:	
592.901.81401.CAP2410	\$86,568.50
TOTAL APPROPRIATIONS	\$86,568.50
NET INCREASE (DECREASE) TO FUND BALANCE	(\$86,568.50)

ATTACHMENTS:

1. Contract CAP2410 Contract Modification 1 - Summary of Estimated Quantities and Cost

2024 Water Main Improvements Contract CAP2410
Contract Modification 1
Summary of Estimated Quantities and Cost

Additional Quantities needed for 2024 work on Northwood Blvd:

Item Description		Quantity	Unit	Unit Price	Total
27	24" Concrete curb and gutter, detail F3 modified or F4 modified	839.40	LF	\$37.00	\$31,057.80
32	6"- 10" Concrete base course with or without Integral curb	600.2	SY	\$92.00	\$55,218.40
98	30" Storm Sewer Repair at Bonnie View	42	LF	\$585.00	\$24,570.00
			Subtotal for 2024 increases:		\$110,846.20

Proposed Quantities for 2025 work:

Item Description		Quantity	Unit	Unit Price	Total
1	Bidder requirements- Bidder information to be submitted with Bid as specified on SIB-11 & 12	-	-	-	-
2	Remove 6"x18" concrete straight curb w/ pavement or 24" wide curb & gutter including sawcutting	81	LF	\$23.00	\$1,863.00
3	Horizontal Sawcutting	10	LF	\$50.00	\$500.00
4	Remove 4"- 8" concrete or asphalt sidewalk, ramp or drive, including sawcutting	800	SY	\$16.00	\$12,800.00
5	Remove 6"-10" concrete pavement with or without integral curb and with or without reinforcement, including asphalt cap and sawcutting	6,946	SY	\$19.50	\$135,447.00
6	Cold milling HMA surface	5	SY	\$235.00	\$1,175.00
7	Cold milling concrete surface	0	SY	-	\$0.00
8	Machine grading	0	SY	-	\$0.00
9	Crushed concrete for maintaining traffic	270	TON	\$46.00	\$12,420.00
10	Crushed concrete 1"-3" for subgrade undercutting, including geotextile fabric	75	TON	\$80.00	\$6,000.00
11	Adjust catch basin, inlet, manhole, gatewell, gate box or utility casting	2	EA	\$575.00	\$1,150.00
12	Remove and replace catch basin, inlet, manhole or gatewell frame & cover	21	EA	\$935.00	\$19,635.00
13	Reconstruct catch basin, inlet, manhole or gatewell up to 3' below top of masonry structure	3	EA	\$975.00	\$2,925.00
14	Reconstruct catch basin, inlet, manhole or gatewell additional depth below 3' to 6' from top of masonry structure	10	VFT	\$450.00	\$4,500.00
15	4-foot diameter manhole or catch basin with 2-foot sump, including trap and frame & cover	1	EA	\$4,500.00	\$4,500.00
16	Remove catch basin, inlet, manhole or gatewell	1	EA	\$1,150.00	\$1,150.00
17	Abandon catch basin, manhole or gatewell	3	EA	\$565.00	\$1,695.00
18	Remove tree, 6" to 12" dia., including stump	1	EA	\$300.00	\$300.00
19	Remove tree, 15" to 30" dia., including stump	1	EA	\$2,600.00	\$2,600.00
20	Remove tree, 36" to 60" dia., including stump	1	EA	\$4,150.00	\$4,150.00

Item Description	Quantity	Unit	Unit Price	Total
21 Remove tree stump	1	EA	\$200.00	\$200.00
22 6" corrugated plastic edge drain, including geo-textile wrap & backfill	787	LF	\$25.00	\$19,675.00
23 Replace or install 8"-12" catch basin lead	70	LF	\$115.00	\$8,050.00
24 Aggregate base, 21AA crushed limestone	2,662	TON	\$66.00	\$175,692.00
25 5/8" Standard expansion-anchored hook bolt or epoxy anchored lane tie	964	EA	\$11.50	\$11,086.00
26 30" Concrete curb and gutter, MDOT detail B	0	LF	-	\$0.00
27 24" Concrete curb and gutter, detail F3 modified or F4 modified	81	LF	\$40.00	\$3,240.00
28 4" Concrete sidewalk	2,108	SF	\$8.50	\$17,918.00
29 6" Concrete drive approach or sidewalk or sidewalk ramp	582	SY	\$80.00	\$46,560.00
30 8" Concrete drive approach or sidewalk or sidewalk ramp	0	SY	-	\$0.00
31 Detectable warning surface	95	LF	\$85.00	\$8,075.00
32 6"- 10" Concrete base course with or without Integral curb	0	SY	-	\$0.00
33 7" Non-reinforced concrete pavement with or without integral curb	7,487	SY	\$76.00	\$569,012.00
34 10" Non-reinforced concrete pavement with or without integral curb	0	SY	-	\$0.00
35 HMA, 4EML	0	TON	-	\$0.00
36 HMA, 5EML	0	TON	-	\$0.00
37 Hand Patching with HMA, 36A	5	TON	\$600.00	\$3,000.00
38 Remove and reinstall brick pavers	180	SF	\$19.00	\$3,420.00
39 Turf Establishment	41	STA	\$2,200.00	\$90,200.00
40 Ornamental tree, 3" caliper	3	EA	\$1,200.00	\$3,600.00
41 Shredded bark mulch (loose measure)	4	CY	\$150.00	\$600.00
42 Relocate or replace lawn irrigation heads	87	EA	\$130.00	\$11,310.00
43 Relocate or replace lawn irrigation piping	860	LF	\$6.50	\$5,590.00
44 Landscape timbers, treated	20	LF	\$60.00	\$1,200.00
45 24" White overlay cold plastic stop bar or crosswalk	84	LF	\$24.50	\$2,058.00
46 Pavement Marking - Special Symbol Overlay Cold Plastic	0	EA	-	\$0.00
47 Pavement Marking, 6" White, Polyurea	320	LF	\$13.00	\$4,160.00
48 Permanent sign removal and reinstallation or new sign placement	0	EA	-	\$0.00
49 Traffic control, complete	1	LS	\$225,000.00	\$225,000.00
50 Contractor staking	1	LS	\$55,000.00	\$55,000.00
51 Crossing of existing sewers, sewer leads, and water main	37	EA	\$350.00	\$12,950.00
52 Crossing of unknown existing water services that are not field staked	1	EA	\$700.00	\$700.00

Item Description	Quantity	Unit	Unit Price	Total
53 Bulkhead for 4"-12" pipe not shown on plans	2	EA	\$375.00	\$750.00
54 Bulkhead for 15"-27" pipe not shown on plans	1	EA	\$625.00	\$625.00
55 Concrete grade S3 for sewer cradle and encasement	2	CY	\$420.00	\$840.00
56 6" Sewer tap	2	EA	\$1,360.00	\$2,720.00
57 6" SDR 26 pipe sewer lead including sand backfill and reconnection	30	LF	\$135.00	\$4,050.00
58 Exploratory excavation	60	LF	\$100.00	\$6,000.00
59 Abandon gate valve including road box	3	EA	\$565.00	\$1,695.00
60 Remove existing gate valve or tapping sleeve including road box	1	EA	\$1,135.00	\$1,135.00
61 Remove existing hydrant assembly	3	EA	\$565.00	\$1,695.00
62 Additional compensation for extra depth water main installation	42	LF	\$140.00	\$5,880.00
63 4" - 6" Class 54 ductile iron water main including fittings & sand backfill	43	LF	\$160.00	\$6,880.00
64 8" Class 54 ductile iron water main including fittings & sand backfill	197	LF	\$160.00	\$31,520.00
65 12" Class 54 ductile iron water main including fittings & sand backfill	1,752	LF	\$235.00	\$411,720.00
66 4" to 6" Gate valves incl. valve adaptor and wrapping	0	EA	-	\$0.00
67 8" Gate valves incl. valve adaptor and wrapping	2	EA	\$2,700.00	\$5,400.00
68 Roadway gate valve box	8	EA	\$390.00	\$3,120.00
69 Additional 4" - 6" Water main fittings	2	EA	\$500.00	\$1,000.00
70 Additional 8" Water main fittings	5	EA	\$1,050.00	\$5,250.00
71 Additional 12" Water main fittings	4	EA	\$1,250.00	\$5,000.00
72 Install 6", 8" or 12" cap or plug with thrust block	4	EA	\$775.00	\$3,100.00
73 4" or 6" Stainless Steel Repair Clamp with or without stainless steel tap	3	EA	\$1,750.00	\$5,250.00
74 8" or 12" Stainless Steel Repair Clamp with or without stainless steel tap	1	EA	\$3,500.00	\$3,500.00
75 Boring without casing	20	LF	\$165.00	\$3,300.00
76 Boring with casing	21	LF	\$200.00	\$4,200.00
77 Install new 6" hydrant type BR, including fittings, extensions, auxiliary valves, valve adaptors and valve box	6	EA	\$8,000.00	\$48,000.00
78 1" Corporation stop valve	44	EA	\$900.00	\$39,600.00
79 1½" or 2" Corporation stop valve	1	EA	\$1,400.00	\$1,400.00
80 1" Copper tubing (Type K) in open cut including sand backfill	929	LF	\$55.00	\$51,095.00
81 1½" or 2" Copper tubing (Type K) in open cut including sand backfill	25	LF	\$62.00	\$1,550.00
82 1" Copper tubing (Type K) installed by boring method	845	LF	\$55.00	\$46,475.00
83 1-1/2" Copper tubing (Type K) installed by boring method	25	LF	\$100.00	\$2,500.00
84 1" – 2" Service fittings or reducers (1" to ¾")	44	EA	\$105.00	\$4,620.00

Item Description		Quantity	Unit	Unit Price	Total
85	1" Curb stop valve	44	EA	\$525.00	\$23,100.00
86	1 ½" or 2" Curb stop valve	1	EA	\$1,400.00	\$1,400.00
87	Curb stop boxes for 1", 1 ½" & 2" valves with stainless steel rods	44	EA	\$525.00	\$23,100.00
88	Case 1 Private Water Service-replacement to the meter	5	EA	\$4,500.00	\$22,500.00
89	Case 2 Private Water Service- replacement and relocation of meter inside building	1	EA	\$9,000.00	\$9,000.00
90	Water main connection, 4-inch	0	EA	-	\$0.00
91	Water main connection, 6-inch	3	EA	\$5,500.00	\$16,500.00
92	Water main connection, 8-inch	6	EA	\$6,100.00	\$36,600.00
93	Water main connection, 12-inch	3	EA	\$7,500.00	\$22,500.00
94	Televise 8" to 18" Sewer	1,242	LF	\$8.00	\$9,936.00
96	8" HDPE DR 11 water main, HDD, including fittings, Installed	510	LF	\$180.00	\$91,800.00
99	12" Gate valves incl. valve adaptor and wrapping	6	EA	\$5,685.00	\$34,110.00
100	Remove and replace wood timber barricade	30	LF	\$100.00	\$3,000.00
101	Earth excavation and grading	1	LS	\$12,000.00	\$12,000.00
102	Prepare, clean, and seal cracks	4,000	LF	\$2.00	\$8,000.00
103	Remove and Replace Fountain Grass, 3-gal pot	30	EA	\$200.00	\$6,000.00
104	Reinstall existing hydrant assembly	1	EA	\$4,000.00	\$4,000.00
Subtotal for 2025 work:					\$2,524,522.00

Summary of Contract CAP2410:

Original Contract	\$3,730,641.60
Proposed Contract Modification 1:	\$2,635,368.20
Total adjusted to contract price to date:	\$6,366,009.80



CITY COMMISSION AGENDA ITEM

TITLE	Resolution to Approve the Bylaws for the Veterans Event Committee	
SUBMITTING DEPARTMENT	City Manager	
PRESENTER	Susan Barkman	
MEETING DATE	December 16, 2024	
SECOND READING REQUIRED	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CERTIFIED RESOLUTION	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

EXECUTIVE SUMMARY (include history of previous Commission action/discussion, background, scope of work, etc.):

As a part of the ongoing work with our boards and commissions, staff has worked with the Veterans Event Committee to draft the attached bylaws. The bylaws presented use the previously approved model bylaws as their base and reflect the Veterans Event Committee ordinance and their current practices. The board previously did not have bylaws.

The Veterans Event Committee did review and recommend the bylaws at their meeting on December 3, 2024 for your approval this evening.

Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	0
AMOUNT CURRENTLY BUDGETED	0
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

OTHER FISCAL IMPACTS: (Select all that apply.)

<input checked="" type="checkbox"/> No fiscal impact	<input type="checkbox"/> Revenue impact (details below)
<input type="checkbox"/> Workload impact (details below)	<input type="checkbox"/> Operations Impact (details below)

REVENUE IMPACT: Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)

None.

WORKLOAD IMPACT: If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able

to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)

None.

OPERATIONS IMPACT: *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

None.

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.
Our strategic plan calls for us to support volunteer efforts with the city, and our continued work for boards and commissions.

COMMUNITY ENGAGEMENT

Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.

None.

BOARD AND COMMISSION FEEDBACK

Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:

The Veterans Events Committee reviewed and recommended these bylaws for approval on December 3, 2024.

LEGAL COMMENTS

PROPOSED COMMISSION RESOLUTION:

BE IT RESOLVED, the Royal Oak City Commission hereby approves the Veterans Events Committee bylaws.

ATTACHMENTS:

1 – Veterans Events Committee Bylaws

CITY OF ROYAL OAK
Veterans Events Committee
Bylaws

Approved Date Approved by City Commission

I. NAME

The name of this board/Commission is the Veterans Event Committee.

II. PURPOSE

As established by Chapter 30 of City of Royal Oak Code of Ordinances, the purpose of the Veterans Event Committee shall be to function in an advisory capacity to the City Commission on all matters concerning the City of Royal Oak Memorial Day Parade, Memorial Day Service, Veterans Day Service and any other events honoring veterans, active military service members, or first responders as the City Commission may desire.

III. MEMBERSHIP AND VACANCIES

- a. The Veterans Event Committee shall be made up of 10 total members.
 - One shall be the City Manager or his/her designee who functions as the staff liaison and is a non-voting member of the board.
 - Nine individuals appointed by the City Commission.
 - Of the nine individuals appointed by the City Commission, at least three shall be at-large residents of the City of Royal Oak.
 - In filling the remaining positions, preference shall be given to representatives of community groups, who may or may not be Royal Oak residents, involved in veterans events or services, including but not limited to the American Legion, the Royal Canadian Legion, the Royal Oak Historical Society, the Royal Oak Memorial Society, the Veterans of Foreign Wars, and the Downtown Development Authority.
- b. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
 - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.

- ii. The Veterans Event Committee members shall keep the City Clerk's office informed of changes in their names, addresses, phone number, email address or other basic contact information or anything that might change their status as a commission member.
- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.
- v. All members terms shall expire on December 31 on the year in which their appointment ends. Board members serve 3-year terms.

IV. OFFICERS

The Veterans Events Committee shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meetings, represent the committee in all official capacities, and ensures the execution of decisions.
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Secretary: The secretary of the board shall work with the staff liaison to complete the minutes.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall complete the minutes and serve as the record custodian from the board.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term in their capacity as the officer.

Term Limit: Officers are not subject to term limits.

Qualifications to be an officer: A member shall have served for at least one year on the Commission to be eligible to serve as an officer for the board.

The Veterans Event Committee has the authority to remove a member from being an officer of the Veterans Events Committee but does not have the authority to remove a member from the committee itself. The Veterans Event Committee may remove a member from being an officer, by motion, second, and the concurring affirmative vote of 2/3 members of the committee.

If an officer resigns from their role as an officer, the Committee shall select a replacement to complete the unexpired term until the next election cycle.

V. NOMINATIONS AND ELECTIONS OF OFFICERS

The Veterans Event Committee shall hold the election of officers at their annual meeting in the first meeting of the calendar year. Any member of the Veterans Event Committee may be nominated if they meet the requirements determined in Section IV, qualifications of officers.

Members may nominate themselves or any other appointed member of the Veterans Events Committee

The affirmative vote of the majority of committee members for the election shall be required to be elected as an officer.

VI. CODE OF CONDUCT

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of Veterans Event Committee with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Veterans Events Committee by the City Commission.

VII. MEETINGS

a. Meeting Schedule

Regular Meetings. The Veterans Event Committee shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings to accommodate the needs of the committee may be called by the chair or by majority of the members of the committee in accordance with the Michigan Open Meetings Act. The Veterans Events Committee shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Veterans Events Committee shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

- b. Order of Business. All meetings shall be conducted to conform to the following order:
 1. Call to order
 2. Pledge of Allegiance
 3. Roll Call
 4. Agenda Approval
 5. Public Comment
 6. Minutes
 7. Business Items
 8. Adjournment
- c. Quorum. A minimum of the majority of members (50% plus one) of the Veterans Events Committee shall constitute a quorum.
- d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Veterans Events Committee.
- e. Action. All action by the Veterans Events Committee shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state law.

All members have one vote.

All motions must be made and seconded by a committee member before a full vote can be taken.
- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the Veterans Events Committee is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

IX. ADOPTION OR AMENDMENT OF BYLAWS

- a. The Veterans Events Committee makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Veterans Events Committee
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Veterans Events Committee shall review these bylaws annually in February. If there is no proposed amendments then no action is needed.

X. GENERAL PROVISIONS

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported, they can address that through the staff liaison and the city manager.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The Veterans Events Committee shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the Veterans Events Committee in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The Veterans Events Committee shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

XIII. ACCESSIBILITY

Anyone planning to attend a public meeting of the Veterans Events Committee who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.

City of Royal Oak Investment Portfolio

Nov-24

ISSUER	TYPE	PURCH. DATE	MATURITY DATE	Rate	Yield	No of days	Investment	Annualized Interest	Principal + Interest	Investments
Citizens State Bank	CD	12/6/23	12/6/24	5.20%	5.27%	366	523,954.27	27,245.62	551,199.89	523,954.27
Huntington	CD	12/11/23	12/10/24	3.050%	3.050%	365	1,051.33	32.07	1,083.40	1,051.33
Flagstar Bank	CD	12/21/23	12/19/24	5.00%	5.00%	364	426,309.13	21,315.46	447,624.59	426,309.13
PNC Bank	CD	6/29/24	12/25/24	4.75%	4.75%	179	537,355.35	25,524.38	562,879.73	537,355.35
PNC Bank	CD	6/29/24	12/25/24	4.75%	4.75%	179	784,496.80	37,263.60	821,760.40	784,496.80
Flagstar Bank	CD	8/26/24	1/22/25	4.99%	4.99%	149	2,142,292.91	106,900.42	2,249,193.33	2,142,292.91
PNC Bank	CD	7/30/24	1/25/25	4.75%	4.75%	179	500,000.00	23,750.00	523,750.00	500,000.00
Citizens State Bank	CD	2/6/24	2/6/25	5.00%	5.06%	366	1,055,231.79	52,761.59	1,107,993.38	1,055,231.79
Community Unity Bank	CD	11/12/24	2/12/25	4.56%	4.67%	92	1,000,000.00	45,600.00	1,045,600.00	1,000,000.00
PNC Bank	CD	8/20/24	2/15/25	4.25%	4.25%	179	806,321.16	34,268.65	840,589.81	806,321.16
PNC Bank	CD	9/19/24	3/17/25	4.25%	4.25%	179	810,042.67	34,426.81	844,469.48	810,042.67
Flagstar Bank	CD	3/21/24	3/20/25	5.14%	5.14%	364	2,119,128.01	108,923.18	2,228,051.19	2,119,128.01
Citizens State Bank	CD	2/23/24	4/16/25	5.05%	5.11%	418	1,061,440.41	53,602.74	1,115,043.15	1,061,440.41
CIBC	CD	5/17/24	5/19/25	5.20%	5.27%	367	1,181,585.10	61,442.43	1,243,027.53	1,181,585.10
CIBC	CD	5/17/24	5/19/25	5.20%	5.27%	367	1,181,585.10	61,442.43	1,243,027.53	1,181,585.10
CIBC	CD	6/3/24	6/3/25	5.20%	5.27%	365	2,140,322.10	111,296.75	2,251,618.85	2,140,322.10
CIBC	CD	6/6/24	6/6/25	5.20%	5.27%	365	2,153,401.75	111,976.89	2,265,378.64	2,153,401.75
CIBC	CD	6/17/24	6/17/25	5.20%	5.27%	365	1,170,737.18	60,878.33	1,231,615.51	1,170,737.18
CIBC	CD	7/10/24	7/10/25	5.20%	5.20%	365	2,165,387.60	112,600.16	2,277,987.76	2,165,387.60
Citizens State Bank	CD	8/26/24	8/26/25	4.60%	4.65%	365	1,025,918.03	47,192.23	1,061,440.41	1,025,918.03
CIBC	CD	9/18/24	9/17/25	4.50%	4.50%	364	1,164,931.86	52,421.93	1,217,353.79	1,164,931.86
CIBC	CD	9/18/24	9/17/25	4.50%	4.50%	364	1,166,551.83	52,494.83	1,219,046.66	1,166,551.83
First Merchants Bank	CD	9/19/24	9/19/25	5.25%	5.35%	365	2,314,978.16	121,536.35	2,436,514.51	2,314,978.16
First Merchants Bank	CD	9/19/24	9/19/25	5.25%	5.35%	365	2,314,978.16	121,536.35	2,436,514.51	2,314,978.16
Citizens State Bank	CD	10/3/24	4/3/26	3.83%	3.90%	547	545,072.62	20,876.28	565,948.90	545,072.62
CIBC	CD	10/1/24	9/30/25	4.10%	4.16%	364	1,205,915.87	49,442.55	1,255,358.42	1,205,915.87
CIBC	CD	10/7/24	10/6/25	4.10%	4.16%	364	2,195,701.98	90,023.78	2,285,725.76	2,195,701.98
CIBC	CD	10/7/24	10/6/25	4.10%	4.16%	364	1,350,411.22	55,366.86	1,405,778.08	1,350,411.22
CIBC	CD	11/15/24	11/15/25	4.10%	4.10%	365	2,205,326.42	90,418.38	2,295,744.80	2,205,326.42
CIBC	CD	11/19/24	11/19/25	4.10%	4.10%	365	2,460,311.36	100,872.77	2,561,184.13	2,460,311.36
Huntington Investments, brokered										
Dreyfus Cash Mgt	MM	11/1/24	month end	4.37%	4.36%	30	338.71	14.80	353.51	338.71
General Motors, 1.049m	CP	07/15/24	01/31/25	0.00%	5.448%	200	1,018,704.30	-	1,018,704.30	1,018,704.30
General Motors, 1.032m	CP	10/09/24	02/05/25	0.00%	4.735%	119	1,016,311.26	-	1,016,311.26	1,016,311.26
HSBC USA Inc, 555k	CP	7/31/24	2/7/25	0.00%	5.31%	191	540,064.22	-	540,064.22	540,064.22
Bank of America	CD	9/11/24	9/11/25	4.30%	4.30%	365	507,000.00	21,801.00	528,801.00	507,000.00
First NatlBkAmer, 750k	CD	11/22/24	11/21/25	4.10%	4.10%	364	750,000.00	30,750.00	780,750.00	750,000.00

JPMChase NA	CD	1/29/21	1/29/26	0.50%	0.50%	1,826	1,000,000.00	5,000.00	1,005,000.00	1,000,000.00
USTreasury Bill, 518.2k	USTB	9/4/24	2/20/25	0.00%	4.78%	169	507,009.76	-	507,009.76	507,009.76
USTreasury Bill, 1.9222m	USTN	6/24/24	12/19/24	0.00%	5.25%	178	1,875,003.32	-	1,875,003.32	1,875,003.32
USTreasury Bill, 1.0236m	USTN	9/23/24	3/13/25	0.000%	4.36%	171	1,003,226.10	-	1,003,226.10	1,003,226.10
USTreasury Note, 874k	USTN	4/15/24	2/15/25	0.00%	5.18%	306	848,087.27	-	848,087.27	848,087.27
USTreasury Nt, 569.5k	USTN	5/29/24	2/15/25	1.50%	5.192%	262	554,928.81	8,323.93	563,252.74	554,928.81
USTreasury Note, 738.4k	USTN	11/20/24	9/15/26	4.63%	4.17%	664	744,168.75	34,417.80	778,586.55	744,168.75
USTreasury Note, 733k	USTN	11/20/24	12/15/26	4.38%	4.14%	755	736,350.04	32,215.31	768,565.35	736,350.04
				value adjustment on USTN				(126.27)		
Federal Farm Cr Bk,820k	USGB	11/19/24	11/12/27	4.125%	4.500%	1,088	819,425.77	33,801.31	853,227.08	819,425.77
Federal Farm Cr Bk	USGB	5/1/24	5/1/26	5.375%	5.375%	730	1,017,000.00	54,663.75	1,071,663.75	1,017,000.00

Robinson Capital, brokered

Huntington Conservative	C/CE	11/1/24	month end			30	-	-	-	-
Federated Treas Oblig F	C/CE	11/1/24	month end	4.70%	4.70%	30	261,442.11	12,287.78	273,729.89	261,442.11
Bloomfield Charter, 110	MuniB	9/14/22	5/1/25	1.94%	4.10%	960	104,143.60	2,022.47	106,166.07	104,143.60
Chippewa Valley Schls,10	MuniB	12/19/22	5/1/27	1.18%	4.45%	1,594	87,154.00	1,029.29	88,183.29	87,154.00
Clarkston Com Schls,100	MuniB	12/23/22	5/1/26	1.94%	4.47%	1,225	92,200.00	1,790.52	93,990.52	92,200.00
Clawson Schls,100	MuniB	12/2/22	5/1/27	3.65%	4.92%	1,611	95,012.00	3,467.94	98,479.94	95,012.00
Dearborn MI Sch Dist, 10	MuniB	11/1/22	5/1/27	1.36%	4.92%	1,642	85,808.00	1,169.56	86,977.56	85,808.00
FedHome Loan Bk, 300	Agency	10/26/22	12/21/26	1.25%	4.33%	1,517	265,270.94	3,315.89	268,586.83	265,270.94
FedHome Loan Bk, 400	Agency	10/7/22	9/11/26	4.25%	4.33%	1,435	398,903.20	16,953.39	415,856.59	398,903.20
FedHome Loan Bk, 325	Agency	10/5/22	9/10/27	4.13%	4.05%	1,801	326,066.00	13,450.22	339,516.22	326,066.00
FedHome Loan Bk, 325	Agency	1/13/24	12/13/24	4.63%	4.31%	335	326,807.00	15,114.82	341,921.82	326,807.00
FedHome Loan Bk, 325	Agency	10/5/22	12/10/27	4.25%	3.71%	1,892	332,915.20	14,148.90	347,064.10	332,915.20
FedHome Loan Bk, 300	Agency	11/20/24	12/8/28	4.750%	4.75%	1,479	305,520.00	14,512.20	320,032.20	305,520.00
FedHome Loan Bk, 250	Agency	9/18/24	2/20/25	4.875%	4.88%	155	250,172.50	12,195.91	262,368.41	250,172.50
FedHome Loan Bk, 300	Agency	6/20/24	6/8/29	4.625%	4.56%	1,814	304,624.69	14,088.89	318,713.58	304,624.69
Fed Farm Credit, 400	Agency	9/26/22	9/15/27	3.38%	4.24%	1,815	384,678.92	12,982.91	397,661.83	384,678.92
Fed Farm Credit, 400	Agency	9/28/22	9/30/25	4.25%	4.29%	1,098	399,388.00	16,973.99	416,361.99	399,388.00
Fed Farm Credit, 400	Agency	9/30/22	9/30/25	4.25%	4.29%	1,096	399,584.00	16,982.32	416,566.32	399,584.00
Fed Farm Credit, 400	Agency	10/12/22	10/19/26	4.25%	4.34%	1,468	398,760.00	16,947.30	415,707.30	398,760.00
Fed Farm Credit, 400	Agency	10/13/22	10/20/25	4.50%	4.50%	1,103	399,956.00	17,998.02	417,954.02	399,956.00
Fed Farm Credit, 400	Agency	10/20/22	7/27/26	4.50%	4.70%	1,376	397,312.00	17,879.04	415,191.04	397,312.00
Fed Farm Credit, 300	Agency	11/1/22	10/27/27	4.38%	4.35%	1,821	300,347.96	13,140.22	313,488.18	300,347.96
Fed Farm Credit, 300	Agency	4/13/24	2/13/29	4.13%	4.24%	1,767	298,473.00	12,312.01	310,785.01	298,473.00
Fed Farm Credit, 325	Agency	3/1/23	12/1/27	4.13%	4.21%	1,736	323,836.50	13,358.26	337,194.76	323,836.50
Fed Farm Credit, 300	Agency	3/28/23	3/28/25	4.00%	4.01%	731	299,949.00	11,997.96	311,946.96	299,949.00
Fed Farm Credit, 325	Agency	4/26/24	4/26/27	3.88%	3.99%	1,095	325,737.75	12,622.34	338,360.09	325,737.75
Fed Farm Credit, 225	Agency	4/15/24	12/15/28	4.25%	4.34%	1,705	227,517.75	9,669.50	237,187.25	227,517.75

Fed Farm Credit, 325	Agency	4/18/24	1/18/29	3.88%	4.03%	1,736	322,530.00	12,498.04	335,028.04	322,530.00
Fed Farm Credit, 300	Agency	4/28/24	9/28/27	4.63%	4.66%	1,248	298,842.00	13,821.44	312,663.44	298,842.00
Fed Farm Credit, 250	Agency	4/13/24	10/13/27	4.75%	4.77%	1,278	249,766.81	11,863.92	261,630.73	249,766.81
Fed Farm Credit, 275	Agency	7/19/24	12/7/29	4.25%	4.20%	1,967	276,537.25	11,752.83	288,290.08	276,537.25
Fed Farm Credit, 200	Agency	8/6/24	8/16/27	3.75%	3.76%	1,105	199,824.07	7,493.40	207,317.47	199,824.07
Fed Farm Credit, 325	Agency	9/24/24	3/24/28	3.500%	3.50%	1,277	325,094.25	11,378.30	336,472.55	325,094.25
FedHome Loan Bk, 300	Agency	11/17/22	6/12/26	5.75%	4.22%	1,303	315,066.41	18,116.32	333,182.73	315,066.41
Fannie Mae, 300	Agency	10/26/22	4/22/25	0.63%	4.50%	909	272,952.00	1,705.95	274,657.95	272,952.00
Grand Rapids-Tx, 150	MuniB	9/16/22	1/1/25	0.94%	4.08%	838	139,845.00	1,315.94	141,160.94	139,845.00
L'Anse Cruese, 150	MuniB	10/19/22	5/1/25	0.88%	4.78%	925	136,203.00	1,193.14	137,396.14	136,203.00
Michigan Hsg Dev, 100	MuniB	10/17/24	6/1/27	4.01%		957	100,000.00	4,005.00	104,005.00	100,000.00
Michigan Hsg Dev, 105	MuniB	11/26/24	10/1/26	1.88%		674	99,804.60	1,876.33	101,680.93	99,804.60
Michigan Hsg Dev, 150	MuniB	3/30/23	4/1/27	5.36%	5.36%	1,463	150,000.00	8,035.50	158,035.50	150,000.00
USTnote, 325	USTN	4/30/24	1/31/29	4.00%	4.13%	1,737	321,140.63	12,845.63	333,986.26	321,140.63
Univ of Michigan, 100	MuniB	10/27/22	4/1/25	2.97%	4.65%	887	96,189.00	2,852.97	99,041.97	96,189.00
West Ottawa Schls,100	UTGO	12/13/22	11/1/25	1.06%	4.53%	1,054	90,717.00	961.60	91,678.60	90,717.00

Investments Total **63,434,450.62**

							Current Interest		Checking and Savings Account
Chase, JPMorgan	Chk	AP check'g	11/30/24	1.75%			6,503.02		8,674,686.86
Chase, JPMorgan	Chk	Auto	11/30/24	1.81%			129.80		138,350.81
Huntington	Chk	Pooled	11/30/24	*			-		2,741,132.13
Huntington	Chk	Pooled AP	11/30/24	*			-		12,694.70
Huntington	Chk	Auto	11/30/24	*			-		8,013.68
Huntington	Chk	Trust/tax	11/30/24	*			-		219,859.80
Huntington	Chk	Payroll	11/30/24	*			-		15,129.53
Huntington	Chk	Farm Mkt	11/30/24	*			-		12,315.27
Huntington	Chk	IceArena	11/30/24	*			-		15,541.37
MI Class		Inv/Savings-Tax	11/30/24	4.754%			-		-
MI Class		Inv/Savings-pooled	11/30/24	4.754%			161,260.22		35,749,234.22
PNC Bank	MM	Ambulance	11/30/24	2.16%			1,057.89		646,739.84

Checking/Savings Total **48,233,698.21**

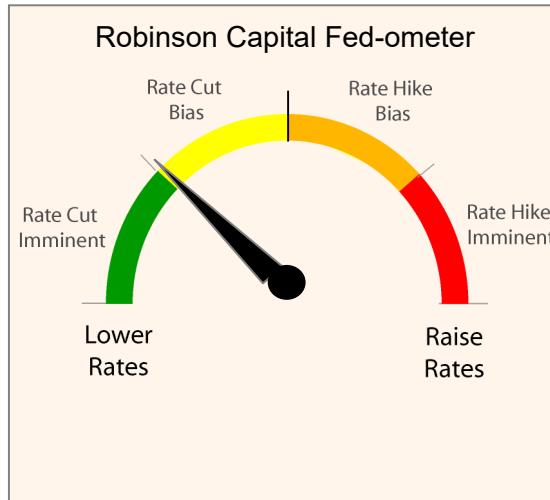
Total Investments & Bank Balance **63,434,324.35** **2,703,500.62** **65,957,330.46** **111,668,148.83**

* checking accounts generally earn zero interest or an under-market rate

Short-Term Bond Strategies

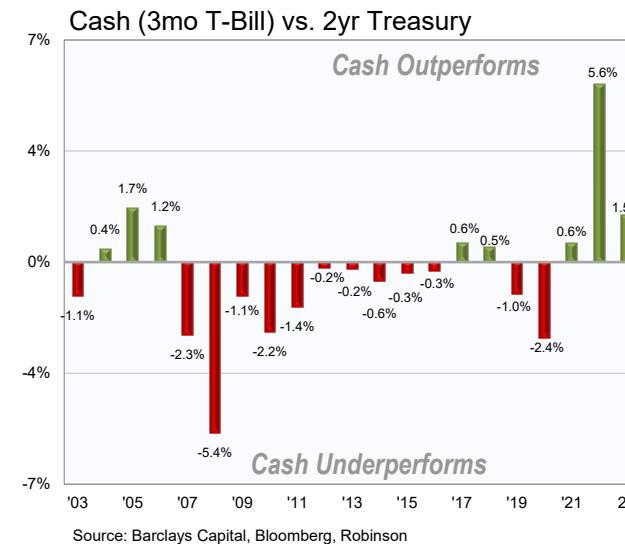
November 2024

Federal Reserve Stance



The Federal Reserve met market expectations in November when they lowered interest rates by 0.25%. With the final Fed meeting of 2024 a few weeks away there remains a good deal of uncertainty on the Fed's next move - a cut or a pause - as the Fed has remained non-committal and the markets have priced in a 65% chance of an additional 0.25% cut.

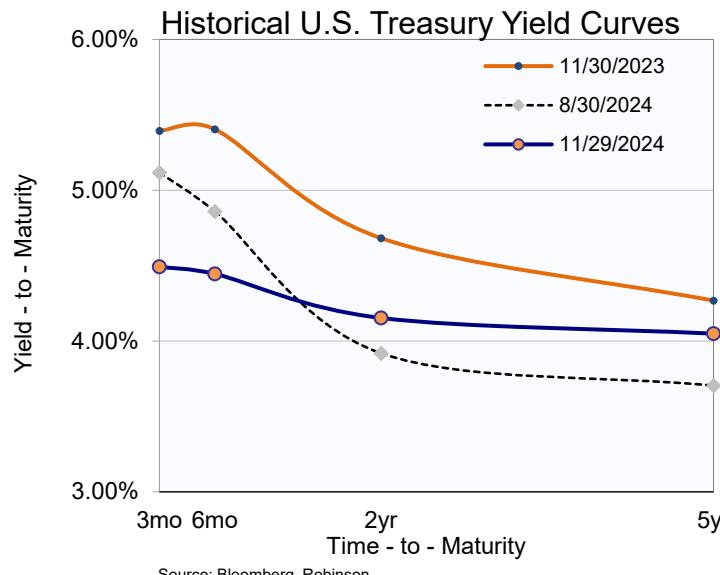
Performance



Despite falling yields, cash has still outperformed the 2-year Treasury due to the higher yields offered on T-Bills (or money market funds). ~

>Returns	November	YTD
3mT-Bill	0.39%	4.87%
2y Tsy	0.27%	3.61%

Yield Curve



Over the last year we have seen lower yields across the yield curve - particularly in the very front end where the Federal Reserve has direct control when they lower interest rates. Notably, from Nov. '23 to Aug. '24, the shape of the yield curve remained relatively stable but over the last three months we have seen the yield curve move from significantly inverted to essentially flat.

Graph of the Month



For the last 15 years, the U.S. stock market has been on an incredible run. U.S. equities currently make up 69% of the world's equities while only comprising roughly 26% of global GDP. This ratio, the % of the world's equities to GDP, is essentially at record highs meaning U.S. stocks have never been more expensive compared to the size of the economic output. The accompanying wealth effect of high stock prices has been a boost to U.S. companies and investors.

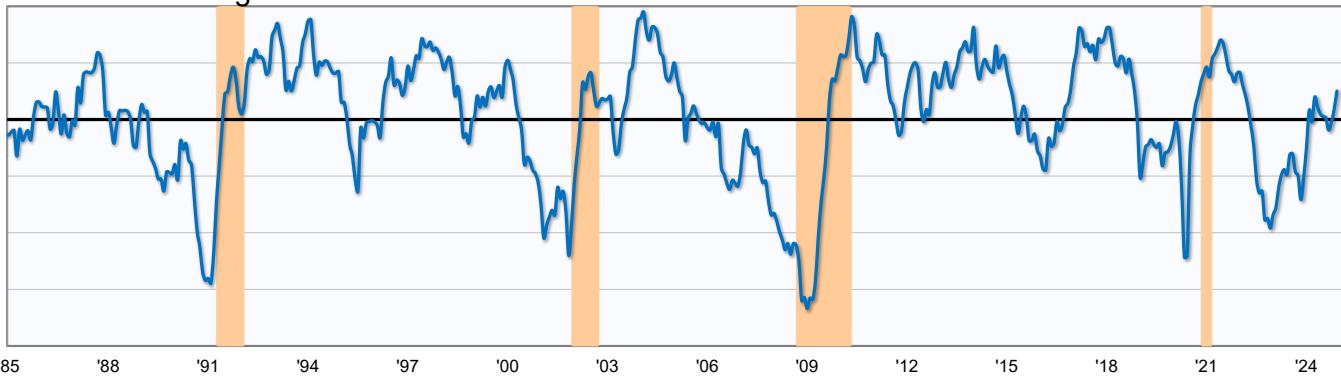
Economic Comments

- Market Review:** The Robinson Leading Economic Index made a strong move higher in November, reaching its highest level in over 30 months. All metrics incorporated in the Index either stayed flat or moved higher with manufacturing and housing sentiment surveys seeing the largest increases.
- Employment:** The Kansas City Fed analyzes 24 distinct labor market variables to assess overall labor market activity, forming the basis for its Labor Market Conditions Index (see bottom left). For the last four labor market cycles the Index has moved together with initial jobless claims and importantly has been synced up at the inflection points of the market when conditions are deteriorating. Over the last two years the Index has steadily declined from an all-time peak while initial jobless claims have held steady at very healthy numbers, and a clear divergence has formed. Further, over the last 30 years, the Index has never had a "false signal" - every time the Index has pointed toward a weakening labor market, jobless claims have also moved higher.
- Earnings:** The Russell 2000 Index encompasses 2,000 small-cap U.S. companies and its focus on smaller, domestically oriented businesses makes it a valuable barometer of the broader economy. The Index is often more sensitive to changes in domestic economic conditions compared to large-cap indices dominated by multinational corporations. Today, nearly half of the companies in the Russell 2000 have negative trailing 12-month earnings, a record high and continuation of a decades long trend. Typically, late in a cycle or during a recession there is a surge in this figure.

Robinson Leading Economic Index



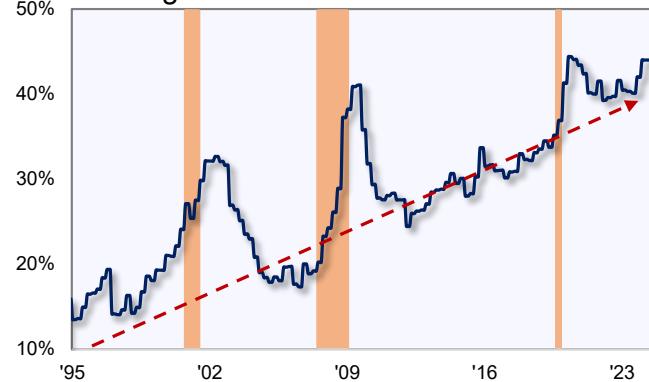
Robinson Leading Economic Index



Labor Market Divergence



% of Russell 2000 with Negative Earnings



The opinions expressed in this report are based on Robinson Capital Management's independent analysis of information obtained or derived from sources believed to be reliable. Robinson does not represent or guarantee that the information contained in this report is either accurate or complete. Under no circumstances shall Robinson have any liability to any person or entity for any loss or damage in whole or in part caused by, resulting from, or relating to, any error (negligent or otherwise) or other circumstance or contingency within or outside the control of Robinson or any of its directors, officers or employees. This report is for information only and is not an offer to buy or sell any security or to participate in any trading strategy. Sources include: Federal Reserve, Barclays, Bloomberg, Bank of America, Citigroup among others. This report or any portion hereof may not be reprinted, sold, or redistributed without the written consent of Robinson Capital Management. Opinions expressed are subject to change without notice. For additional information, please contact us at:



CITY COMMISSION AGENDA ITEM

TITLE	Request to Create and Fill a Position for a Communications Director
SUBMITTING DEPARTMENT	City Manager
PRESENTER	Joseph Gacioch
MEETING DATE	December 16, 2024

ATTRITION POLICY

Purpose: The City of Royal Oak may at times face revenues that are not sufficient to necessarily meet operating and capital needs. For that reason, each position vacancy should be reviewed to ensure a balanced budget can be maintained, prior to seeking to fill the position.

Policy: All City of Royal Oak full-time positions except sworn police and fire positions that become vacant, for any reason, may only be filled with specific approval from the City *Commission*.

[Adopted 06/02/2008 and Amended 05/20/2024]

EXECUTIVE SUMMARY

Please detail what the primary role of this position is, and what the impact would be if we did not fill the position? Does filling this position make any changes to our current operations? Did the department evaluate any other ways to complete the work done through this position? Is this a part of any succession planning efforts?

The creation of a Communications Director position reflects the need for a centralized, strategic approach to managing the City's communications. Strategic communications play a vital role in aligning the City Commission's vision, the City Manager's operational objectives, and the organizational culture with the actions and expectations of employees across all departments.

To achieve this alignment, the City requires a proactive, consistent, and standardized approach to communication. This position will ensure that the City's messaging and engagement efforts are cohesive, effective, and reflective of the Commission's priorities and community values.

Over the past several years, both the City Commission and the community have emphasized the need for broader and more strategic communications. Community engagement efforts have echoed the importance of improving how we share information and engage with residents in meaningful ways.

The Communications Director will partner closely with the City Manager's Office to establish and implement communication policies, develop standardized project communication plans, create a crisis communications policy and design tabletop exercises to bolster crisis readiness, enhance customer service standards, and provide leadership, guidance, and support to our communications engagement specialist's public engagement efforts.

This director-level role will also oversee WROK and related communication functions, while managing administrative duties such as budgeting, supervision, and compliance.

By investing in an in-house Communications Director, the City transitions away from relying on third-party communications consultants. This approach not only provides more consistent and tailored services but also proves cost-effective. The fully burdened salary for this position is projected to be less than the annual costs of the current contractual services, making this a fiscally responsible step forward.

This proposed position represents a significant step toward ensuring the City's communications effectively connect vision, actions, and culture, while enhancing public engagement and organizational alignment.

Over the past few years, staff have looked at other alternatives for completing the work including the use of consultants. This model had a number of challenges and staff believes that hiring the position will better utilize staff capacity and manage overall costs.

If approved this position would be posted on the city's website and open for applications very soon.

BUDGET IMPACT SUMMARY	
Anticipated Salary and Benefit Cost	\$92,456.00 to \$129,376.00 (projected salary range) \$43,000 (projected benefits)
Included in the budget	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you filling a position that was previously held?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Funding Source/GL Number:	101-747 Community Engagement

OTHER FISCAL IMPACTS:

Select all that apply.

No fiscal impact Revenue impact (details below)
 Training Required (details below)

The cost for this position comes from reallocating costs from consulting fees to staff. Staff anticipates that this position will come with a lot of training and education already, and there would be ongoing professional development costs to ensure that the position keeps up with technology and best practices in the local government communications field.

STRATEGIC INITIATIVE ALIGNMENT:

Please provide a detailed description of how the position will support other plans such as the Sustainability and Climate Action Plan, Aging in Place, or Master Plan or other approved community plans.

The strategic plan, and the aging in place plan both provide a lot of feedback about our communications practices, and the future needs of our residents. A communications director will help guide those efforts and ensure a balanced approach.

PROPOSED CITY COMMISSION RESOLUTION:

Be it resolved, the Royal Oak City Commission hereby approves creation and filling of a position for a Communications Director.

ATTACHMENTS – Job Description

Director of Communications
DRAFT

Department: Office of the City Manager
Union: Executive Department Heads
Classification: FLSA Exempt (Administrative)

GENERAL STATEMENT OF DUTIES

The Director of Communications is responsible for the development of a proactive and strategic communications department that oversees communications project plans, community outreach, crisis communications, general engagement, and programs vital to the success of the city. This position is required to independently manage multiple tasks and projects with competing priorities and deadlines. The Director of Communications will work in partnership with the city manager and their staff to support and manage internal and external community engagement and information programs. This position also completed high level administrative functions including supervision, budgeting and contract compliance.

SUPERVISION RECEIVED

The employee exercises discretion and independent judgment under the general supervision of the City Manager or their designee.

SUPERVISION EXERCISED

Supervision is exercised over the community engagement specialist and other dedicated communications staff assigned to City Hall departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Communication and Planning

- Develop, monitor, implement, and update a communications and brand management plan for the city, including two-way communications with the public, residents, business community, community organizations, City Commission, and city employees.
- Create and administer the City communication plan to promote initiatives, foster engagement, and ensure a unified city message across all departments.
- Develop an organization-wide Emergency Communications Plan and design, coordinate, and conduct annual tabletop crisis scenario exercises. May serve as the Public Information Officer on behalf of the city.
- Create and manage a master content calendar that aligns the City's communication activities with key events, initiatives, and milestones.
- Assist with the selection and management of other two-way communication tools.

Media and Public Relations Management

- Provide strategic guidance and oversight to a centralized team of media, communications, and multimedia service professionals.
- Manage all media communications through print, digital, and social media sources.

- Create, edit, and manage media releases and publications for the city and the city manager's office as needed.
- Establish and develop relationships with the media and serve as the city's initial point of contact with the media.
- Prepare talking points on issues for the manager, staff, and elected officials.
- Monitor, recommend, and cover city activities for inclusion in media releases, the city's website, and social media coverage.

Digital and Social Media Management

- Develop and maintain the City's social media policy to guide how departments establish, manage, and maintain their accounts.
- Provide oversight to ensure social media activities align with the City's communication goals and standards.
- Assist departments in creating and implementing strategies for effective social media engagement.

Citizen and Stakeholder Engagement

- Respond to citizen communications received via all forms of communication.
- Provide advice and training to departments on effective communication methods, including responding to the press and preparing media releases.

Leadership, Training, and Representation

- Design, coordinate, and implement media training for City Commission and Department Heads.
- Conduct regular training sessions to ensure department staff are equipped to follow established communication standards.
- Attend the manager's staff and agenda meetings, city commission meetings, and committee meetings as necessary.
- May represent the city in intergovernmental meetings as assigned, including the Intergovernmental Cable Communications Authority.
- Performs supervision work for employees as assigned.
- Provide support for other city activities for the city manager's office as needed.

Administrative and Contract Management

- Manage contract compliance and act as a point of contact for contracts related to the production of television content and programming.
- Perform administrative functions as a department head, including budgeting, organizational leadership, and managing contracts as needed to fulfill the mission of the department.
- Assist the manager and staff in preparation for meetings and presentations (e.g., check venues, test equipment, review presentations).
- Maintain a high level of confidentiality regarding city information and activities.

PERIPHERAL DUTIES AND RESPONSIBILITIES

- Attend and participate in professional organization meetings, seminars, and workshops to stay abreast of innovations and new trends related to duties and responsibilities.
- Prepare reports and related information as directed by the City Manager.
- Communicate the City's policies, procedures and programs to City Commission (through the City Manager's Office), staff, the community, and others both orally and in writing.
- Performs other duties and responsibilities as assigned by the City Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from an accredited college/university in Business Administration, Communications, or related field (master's degree preferred)
- 10 years of progressively responsible management experience in local government, higher education, or large corporate public communications
- 5-7 years of supervisory experience creating and managing communications plans and policies
- Significant experience in writing, proofreading, web content management, and marketing.
- Significant experience with social media.
- Certification in Crisis Communications preferred or the ability to obtain
- Strong leadership and strategic planning abilities

Necessary Knowledge, Skills and Abilities:

- Knowledge of public personnel administration practices and principles.
- Knowledge of effective project management.
- Knowledge of English grammar, spelling and punctuation.
- Knowledge of personal computers and job-related software.
- Skill in presentations and public speaking.
- Skill in the operation of listed tools and equipment.
- Ability to communicate effectively both orally and in writing with diverse audiences.
- Ability to coordinate all elements of special events.
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of duties and responsibilities.
- Ability to direct the work of others as needed.
- Ability to establish and maintain effective working relationships with a variety of appointed and elected officials, staff, outside agency personnel, community members, the media and public.
- Ability to keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Ability to lift and transport equipment.
- Ability to operate a motor vehicle.
- Ability to operate office equipment and a personal computer using program applications appropriate to assigned duties.
- Ability to prepare accurate records and reports.

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to represent the City at internal and external meetings.
- Ability to respond to citizen requests in a courteous and effective manner.
- Ability to see the full range of the color spectrum (cannot be colorblind).
- Ability to understand and follow complex oral and written directions and instructions.
- Ability to write and edit accurate and grammatically correct written reports.
- Ability to work independently and productively.
- Ability to work nights and weekends and travel when required.

SPECIAL REQUIREMENTS

- Valid Michigan Driver's License or ability to obtain one.
- Must be able to work evening and weekend hours as city activities require. Extended work hours beyond a traditional Monday – Friday.
- Ability to manage multiple priorities and tight deadlines.
- Ability to work independently and as part of a diverse team.
- Excellent interpersonal and organizational skills.
- Proficiency in Microsoft Office Suite and Adobe Photoshop. Ability to master other software as needed.
- Excellent writing skills.
- Excellent communication, customer service and interpersonal skills.

TOOLS AND EQUIPMENT USED

- Personal computer including database, e-mail, spreadsheet and word processing software
- Automobile
- Calculator
- Copy machine
- Fax machine
- Telephone

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to hear, sit, stand, talk, walk and visit other locations. The employee is frequently required to use arms and hands to feel, finger, grasp, handle and reach to adjust and operate equipment. Occasionally, balancing, bending, climbing, crouching, kneeling, and lifting or moving objects up to 50 pounds may be required.
- Vision requirements include close vision for reading and operating equipment, the ability to adjust focus, and the ability to see detailed objects at various distances.

- Effective communication skills, including clear speech and the ability to hear, are essential for this role.
- The typical work environment for this job The work environment varies between a quiet office setting and moderately loud outdoor conditions, with travel to other locations. While performing the duties of this job the employee may work outdoors and must be able to tolerate working in changing weather conditions, as well as occasional exposure to hazardous materials.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, and reference check. Job-related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor: City Manager Appointing Authority: City Manager



CITY COMMISSION AGENDA ITEM

TITLE	Rezoning of 723 North Main Street to Planned Unit Development – First Reading	
SUBMITTING DEPARTMENT	Community Development - Planning	
PRESENTER	Timothy E. Thwing/Joseph Murphy	
MEETING DATE	December 16, 2024	
SECOND READING REQUIRED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
CERTIFIED RESOLUTION	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

EXECUTIVE SUMMARY (*include history of previous Commission action/discussion, background, scope of work, etc.):*

An application to rezone 723 North Main Street (parcel no. 25-16-430-012) from Neighborhood Business to Planned Unit Development (PUD) was reviewed by the Planning Commission at their regular meeting of November 12, 2024. If approved, the application would allow construction of a four-story multiple-family building with 24 dwellings on upper levels and parking on the ground level. Rezoning of any property to PUD is governed by [Article VIII of the Zoning Ordinance](#) (§§ 770-98 to 770-103). A development agreement approved by the City Commission is required for all PUD projects.

Under the site's existing Neighborhood Business zoning, only buildings with upper level dwellings above a commercial use on the ground floor are allowed. Buildings with only residential uses are not allowed in that zoning district. The use proposed by the petitioner is instead allowed in the Multiple-Family Residential, Mixed Use 1, and Mixed Use 2 zoning districts.

The City Charter provides that an ordinance amendment cannot be approved upon introduction but must receive a second reading. [Michigan's Zoning Enabling Act \(Public Act 110 of 2006, as amended\)](#) does not require that the City Commission conduct a public hearing on a rezoning application, although it may do so if desired. The following options are available:

- Adopt the Zoning Map amendment and final PUD site plan upon introduction, with or without modification, and direct staff to prepare the amendment for final disposition;
- Adopt the Zoning Map amendment and final PUD site plan upon introduction, with or without modification, and schedule a public hearing prior to final disposition;
- Refer the Zoning Map amendment and final PUD site plan back to staff and/or the Planning Commission for additional information or study identifying specific areas of concern; or
- Reject the Zoning Map amendment and final PUD site plan (no further action would be required).

FISCAL IMPACT

BUDGET SUMMARY	
EXPENDITURE REQUIRED	
AMOUNT CURRENTLY BUDGETED	
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER FISCAL IMPACTS: (Select all that apply.)

No fiscal impact Revenue impact (details below)
 Workload impact (details below) Operations Impact (details below)

REVENUE IMPACT: *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

WORKLOAD IMPACT: *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

OPERATIONS IMPACT: *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

N/A

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.

The Planning Commission reviewed the application for consistency with the [Master Plan](#), including its goals and objectives as well as the [future land use map](#).

COMMUNITY ENGAGEMENT

Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.

At their regular meeting of November 12, 2024, the Planning Commission conducted a public hearing on the rezoning of the property to PUD and its associated site plan. Notice of the public hearing was published in the Royal Oak Tribune in accordance with state law. Notices were also mailed to property owners and residents within 300 feet of the subject site, also as required by state law. The petitioner also posted a sign on the property stating that a rezoning application had been submitted for the property.

Written comments submitted for the Planning Commission's public hearing are attached. Spoken comments from the public hearing can be seen in the video of the November 12th Planning Commission meeting available on the [WROK YouTube channel](#).

BOARD AND COMMISSION FEEDBACK

Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:

Following the public hearing, the Planning Commission recommended that the property be rezoned from Neighborhood Business to PUD, and that the associated final PUD site plan be approved with contingencies. The final PUD site plan as recommended and the Planning Commission's memorandum of action are attached. A presentation from the petitioner is also attached. Staff reports to the Planning Commission and correspondence from the petitioner can also be found with the [Planning Commission's on-line agenda materials](#). Comments from commissioners and the petitioner can also be seen in the video of the meeting available on the [WROK YouTube channel](#).

The Planning Commission recommended various deviations to required Zoning Ordinance standards as part of the final PUD site plan. The deviations are listed in subparagraphs (c)(1) and (2) of the attached memorandum of action. The deviations are summarized as follows:

Section	Standard	Min. Required / Max. Permitted	Proposed	Description
§ 770-29	Corner Vision Clearance Setbacks	10-ft. triangular setback	--	No triangular setbacks are provided at either of the two driveways.
§ 770-39 C (5)	Ground-Level Street Frontage for Upper-Level Dwellings	Permitted uses in Neighborhood Business zoning except for off-street parking	Off-street parking and amenity area for tenants	Parking spaces form portions of the ground level street frontage along both North Main Street and Austin Avenue.
§ 770-39 D (1)	Building Height	36 ft.	48 ft.	A parapet wall extends above the roof line to a height of 52 feet.
§ 770-90 H	Total Site Landscaping	10% of lot area 1,500 sq. ft.	7.455% of lot area 1,117 sq. ft.	The lot has a total area of 15,000 square feet.
§ 770-107	Minimum Number of Off-Street Parking Spaces	48	29	Two parking spaces per dwelling are required. The site plan proposes 1.21 spaces per dwelling.

The petitioner also proposes to eliminate on-street parking spaces in the North Main Street right-of-way and convert those spaces into a loading and drop-off area. Creating a designated drop-off area out of public on-street parking would require separate actions from the Traffic Committee and City Commission, similar to those taken for the Hyatt Place hotel at 422 North Main Street. The Planning Commission offered no specific recommendation on the drop-off area. If the City Commission does not object, the petitioner could be directed to apply for the necessary review process with the engineering division to convert the parking spaces into a drop-off area.

LEGAL COMMENTS

PROPOSED COMMISSION RESOLUTION:

Whereas the Royal Oak Planning Commission held a public hearing November 12, 2024, and recommends approval of an amendment to the Zoning Map for the purpose of rezoning 723 North Main Street (parcel no. 25-16-430-012) from "Neighborhood Business"

to "Planned Unit Development" (PUD), along with approval of a final planned unit development site plan (SP 24-11-13) to construct a multiple-family building with four stories and 24 dwellings at 723 North Main Street (parcel no. 25-16-430-012); and

Whereas the Royal Oak City Commission has determined that the planned unit development will result in a recognizable and material benefit to the residents of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations; and

Whereas the City Commission has determined that the proposed multiple-family dwellings will not result in an unreasonable increase in the need for or burden upon public services, facilities, streets, and utilities; and

Whereas the City Commission has determined that the proposed development will be consistent with the public health, safety, and welfare of the city, and will not result in an unreasonable negative economic impact upon surrounding properties; and

Whereas the City Commission has determined that the proposed development is under single ownership and/or control such that there is a single entity having responsibility for completing the project in conformity with the Zoning Ordinance; and

Whereas the City Commission has determined that the Zoning Map amendment to "Planned Unit Development" and associated final planned unit development site plan are consistent with the goals and objectives of the city's Master Plan and received the record of public comments taken at the public hearing held at the Planning Commission meeting of November 12, 2024.

Therefore, be it resolved, that Ordinance 2024-##, entitled an ordinance to amend the Zoning Map of the City of Royal Oak is hereby adopted on first reading.

The City of Royal Oak ordains:

Section 1 Ordinance. Pursuant to the provisions of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and pursuant to all applicable provisions of law, the Zoning Map of the City of Royal Oak is hereby amended to rezone 723 North Main Street (parcel no. 25-16-430-012) from "Neighborhood Business" to "Planned Unit Development," and the final planned unit development site plan (SP 24-11-13) to construct a multiple-family building with four stories and 24 dwellings at 723 North Main Street (parcel no. 25-16-430-012), is hereby approved, subject to the associated "development agreement."

Section 2 – Severability. If any section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 3 – Savings. As proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

Section 4 – Repealer. All ordinance or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 5 – Effective Date. This ordinance shall be published in a newspaper of general circulation in the City of Royal Oak and shall become effective ten (10) days after publication, as provided by law.

Be it further resolved the City Commission directs staff to prepare a development agreement required under Article VIII of the Zoning Ordinance for consideration by the City Commission as part of the required second reading of Ordinance 2024-##.

Be it further resolved the City Commission directs the petitioner to apply to the engineering division for the necessary review procedure to convert on-street parking spaces in the North Main Street right-of-way into a loading and drop-off area.

FUND IMPACTED:	
APPROPRIATIONS:	INCREASE (DECREASE)
N/A	\$0.00
TOTAL APPROPRIATIONS	\$0.00
NET INCREASE (DECREASE) TO FUND BALANCE	\$0.00

ATTACHMENTS:

- 1 – Final PUD Site Plan**
- 2 – Planning Commission Resolution**
- 3 – Public Hearing Correspondence**
- 4 – Presentation**

Bianchi Apartments

723 N. Main St.
Royal Oak, 48067

Owner

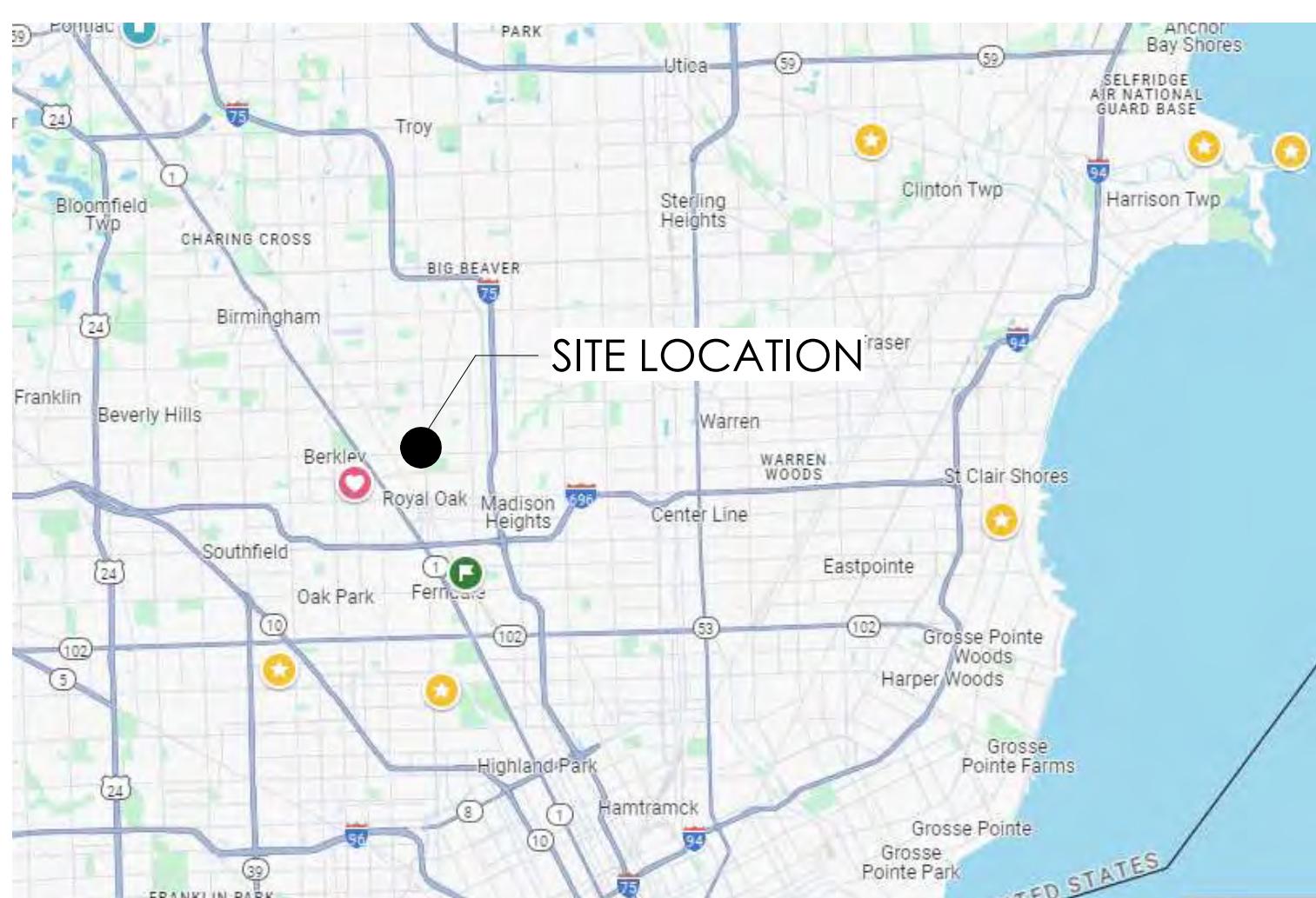
Michael Bianchi

Building Code Notes:

ALL WORK IS TO COMPLY WITH:
• 2015 MICHIGAN BUILDING CODE
• 2021 MICHIGAN PLUMBING CODE
• 2021 MICHIGAN MECHANICAL CODE
• 2015 MICHIGAN ENERGY CODE
• 2010 ADA STANDARDS
• 2023 MICHIGAN ELECTRICAL CODE (NFPA 70, 2023 AMENDED)

Architect

Krieger | Klatt Architects Inc.
400 E. Lincoln Ste. A
Royal Oak, MI 48067
P.248.414.9270.
F.248.414.9275



North



Location Map

NTS

Sheet Index

Sheet No	Title	2024-10-01 SPA Submittal	2024-10-28 PUD Resubmittal	2024-12-02 Final PUD
G.001	Cover Sheet	*	*	*
C.001	Architectural Site Plan	*	*	*
L.001	Landscaping Plan	*	*	*
1	Photometric Layout	*	*	*
A.100	Floor Plan	*	*	*
A.101	Floor Plans	*	*	*
A.200	Elevations	*	*	*
A.201	Elevations	*	*	*
R.001	Rendering Looking Southwest	*	*	*
R.002	Rendering Looking Northwest		*	
R.003	Rendering Looking West (N. Main St.)	*	*	*
R.004	Rendering Looking West (N. Main St.)	*	*	*
R.005	Rendering Looking West (N. Main St.)	*	*	*

Issued	Description	By
2024-10-01	SPA Submittal	MB
2024-10-28	PUD Resubmittal	RP
2024-12-02	Final PUD	RP

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

North Arrow:

Sheet Title:
Cover Sheet

Project Number:
24-101

Scale:
1/4" = 1'-0"

Sheet Number:
G.001

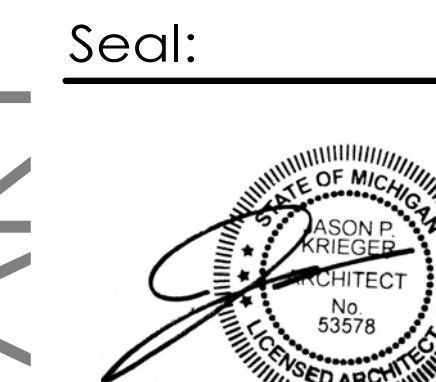
PRELIMINARY NOT FOR CONSTRUCTION

KRIEGER KLATT
ARCHITECTS
400 E. Lincoln Ave, I Royal Oak, MI 48067
P: 248.414.9270 F: 248.414.9275
www.kriegerklatt.com

Client:
Michael Bianchi

Project:
Bianchi Flats
723 N. Main St.,
Royal Oak, MI, 48067

Issued	Description	By



FINAL P.U.D. SITE PLAN - SP 24-11-13

Client:

Michael Bianchi

Project:

Bianchi Flats
723 N. Main St.,
Royal Oak, MI, 48067

PRELIMINARY NOT FOR CONSTRUCTION



Architectural Site Plan

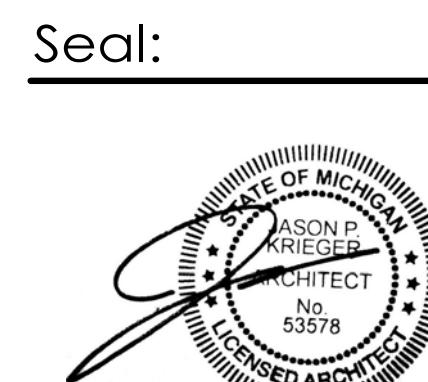
1/16" = 1'-0"

723 N. Main Legal Description

Legal Description Provided by Others (Mortgage Certificate):
The East 100 feet of Lot 7, except the south 12 feet, and the East 100 feet of Lot 8,
KNOWLES OAK RIDGE PLAT, Village of Royal Oak (now City of Royal Oak), Oakland
County, Michigan. Recorded in Liber 10 of Plats on Page 7, Oakland County
Records.

Zoning Information (City of Royal Oak)

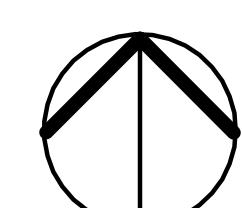
PROJECT ADDRESS:	Notes:
723 N. MAIN ST. ROYAL OAK, MI 48067	
APPLICABLE ORDINANCES:	
CITY OF ROYAL OAK ZONING MAP CITY OF ROYAL OAK ZONING ORDINANCE	
SUMMARY:	
TAX PARCEL NO.	25-16-430-012
ZONED	NEIGHBORHOOD BUSINESSES
PROPOSED USE:	MULTIPLE-FAMILY RESIDENTIAL
LOT AREA	14,959 SQ. FT. (0.34 ACRES)
PROPOSED BUILDING:	12,128 SF
USES:	
SPECIAL LAND USE	RESIDENTIAL DWELLING UNITS ABOVE A FIRST FLOOR OF A PERMITTED USE WHEN THE GROUND FLOOR STREET FRONTOAGE IS A PERMITTED USE OTHER THAN PARKING OR A SPECIAL LAND USE.
[PUD VARIANCE]: REQUESTING PLANNING COMMISSION TO APPROVE EXCEPTION OF THE GROUND FLOOR STREET FRONTOAGE; ALLOWING FIRST FLOOR PARKING §70-39: C(5)	
LOT SIZE	
MAX. COVERAGE ALLOWABLE:	NOT APPLICABLE
PROPOSED DESIGN CALCULATIONS:	NOT APPLICABLE
MULTI-FAMILY RESIDENTIAL	*N.B. = NEIGHBORHOOD BUSINESS
FRONT YARD (N. MAIN ST.)	0'-0"
REAR YARD (ADJ. TO N.B.)	0'-0"
SIDE YARD (ADJ. TO N.B.)	0'-0"
HEIGHT	36'-0" (MAX.)
PROPOSED	
FRONT YARD (N. MAIN ST.)	0.00'
REAR YARD (ADJ. TO N.B.)	11.78'
SIDE YARD (ADJ. TO N.B.)	0.12'
HEIGHT	48'-0" (ROOF: 52'-0" T.O. PARAPET)
OFF-STREET PARKING REQUIREMENTS:	
CLASSIFICATION: RESIDENTIAL	2 SPACES PER EA. DWELLING
REQUIRED:	24 UNITS X 2 = 48 SPACES
PROVIDED:	ADA RESIDENTIAL PARKING 2 RESIDENTIAL PARKING 27 GRAND TOTAL 29
[PUD VARIANCE]: REQUESTING PLANNING COMMISSION TO APPROVE EXCEPTION TO PARKING REQUIREMENTS §770-107	
FRONT YARD LANDSCAPING OR GREENBELTS	
REQUIRED:	<ul style="list-style-type: none"> FRONT YARD LANDSCAPE OR GREENBELTS. THE FRONT YARD SETBACK, WHERE REQUIRED, SHALL BE LANDSCAPED IN ACCORDANCE WITH THE FOLLOWING REQUIREMENTS. (SEE FIGURE 6.[4])
ZONED NEIGHBORHOOD BUSINESS DOES NOT REQUIRE FRONT YARD SETBACKS	
PROPOSED	<ul style="list-style-type: none"> (5) TREES IN TREE GRATES ALONG N. MAIN STREET
OFFSTREET PARKING AREA LANDSCAPING	
REQUIRED:	NOT APPLICABLE
PROPOSED:	NOT APPLICABLE
REQUIRED:	<ul style="list-style-type: none"> LANDSCAPE ISLAND SHALL BE PROVIDED FOR NO MORE THAN (16) CONTINUOUS SPACES THE ENDS OF ALL PARKING AISLES AND CORNERS SHALL BE PROTECTED WITH A LANDSCAPED ISLAND.
PROPOSED:	<ul style="list-style-type: none"> LANDSCAPING ISLANDS NOT PROVIDED REFER TO SHEETS C.100: MAX PARKING RUN AISLE (11) SPACES



Note:

Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

North Arrow:



Sheet Title:

Architectural Site Plan

Project Number:

24-101

Scale:

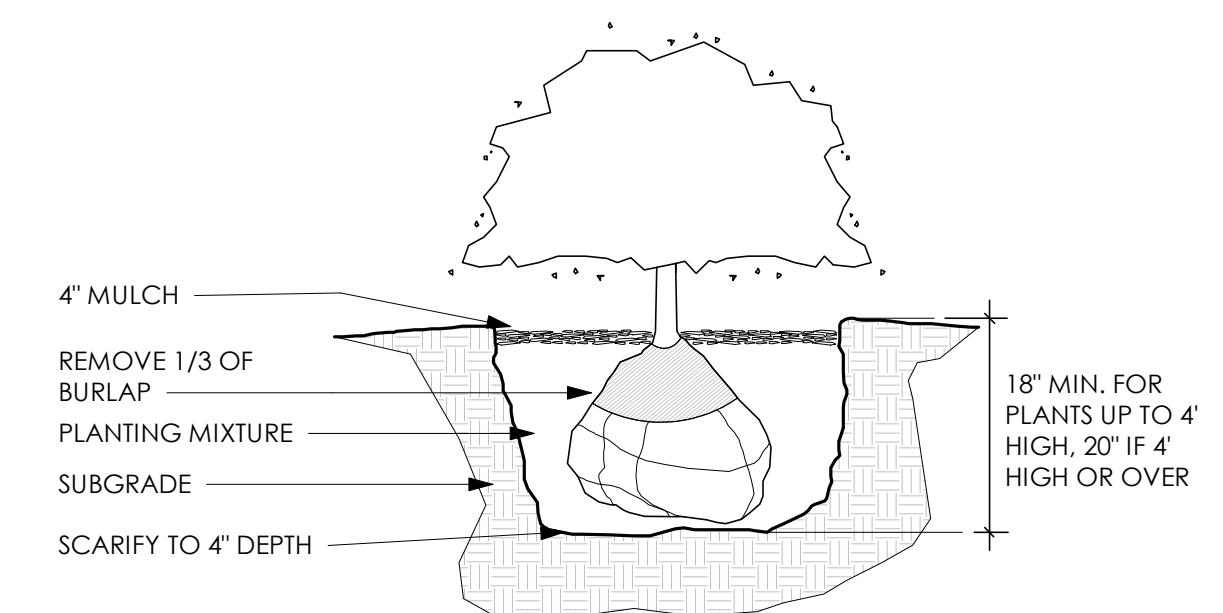
As indicated

Sheet Number:

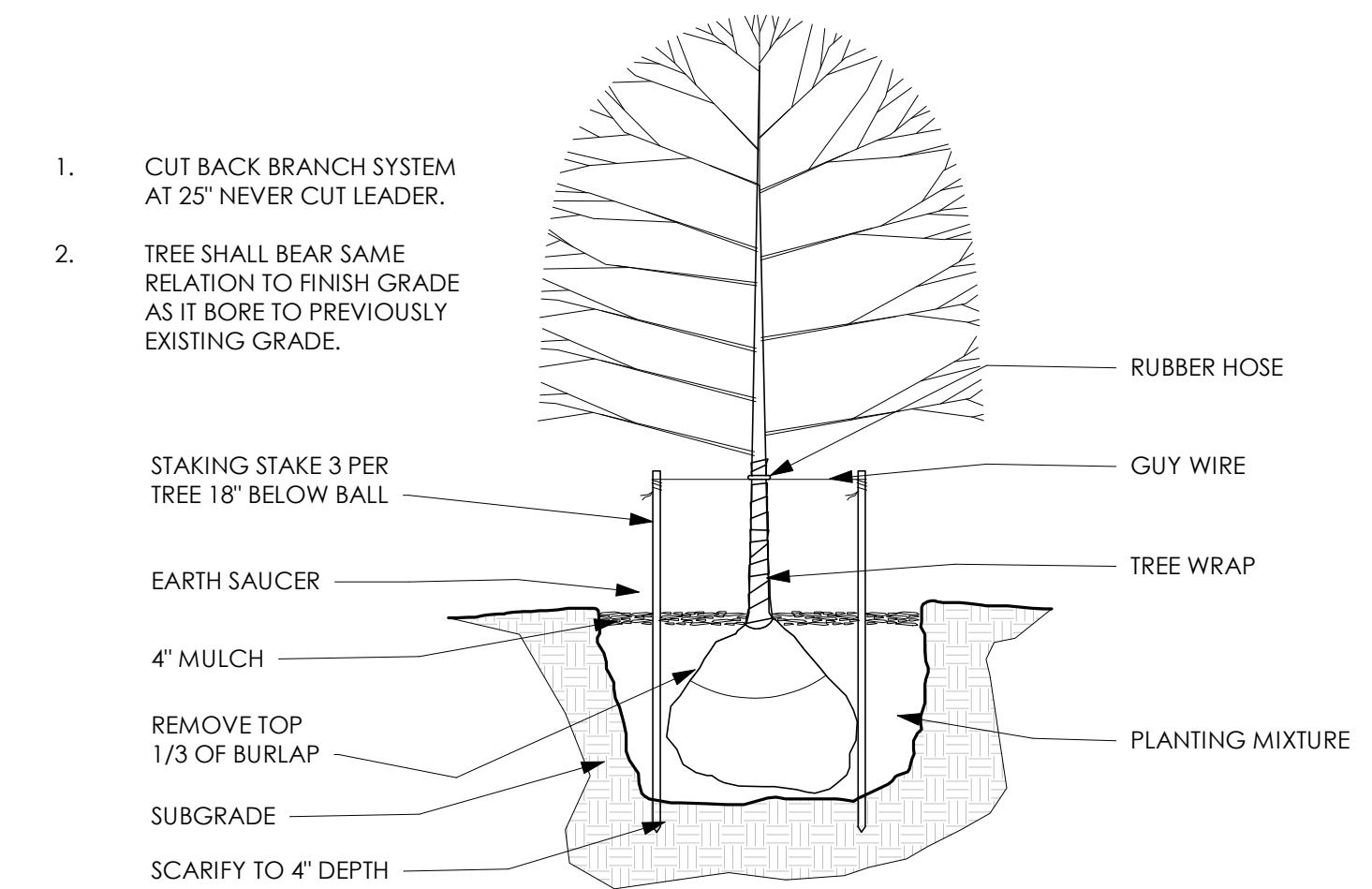
C.001

Issued	Description	By
2024-10-01	SPA Submittal	MB
2024-10-28	PUD Resubmittal	RP
2024-12-02	Final PUD	RP

PRELIMINARY NOT FOR CONSTRUCTION



Landscaping Planting Shrub Detail



Landscaping Planting Tree Detail

SYMBOL LEGEND	
SYMBOL	DESCRIPTION
	TREE (SEE LEGEND)
	LAWN AREA
	SHRUB (SEE LEGEND)

PLANTING LEGEND			
KEY	QTY.	BOTANICAL NAME	COMMON NAME
BHS	0	DIERVILLACEAE	BUSH HONEYSUCKLE
THL	8	GLEDTISIA TRACONTHOS INERMIS	THORNLESS HONEYLOCUST
MGA	0	MAGNOLIA	MAGNOLIA
ABV	4	THUJA OCCIDENTALIS	ARBORVITAE

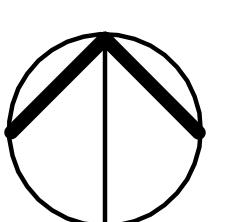
NOTE:

1. ALL TREES ARE TO COMPLY WITH TREE PROTECTION DETAILS
2. **LAWN SOD MIX:**
30% PERENNIAL RYGRASS
20% PARK KENTUCKY BLUEGRASS
45% CREEPING RED FESCUE
5% ANNUAL RYGRASS

LANDSCAPING S.F. SCHEDULE	
REQUIRED	PROVIDED
MIN. OF 10% LANDSCAPING: 14,595 SF (0.10) = 1,495.9 SF	SF OF LANDSCAPING PROVIDED: 1,117 SF

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

North Arrow:

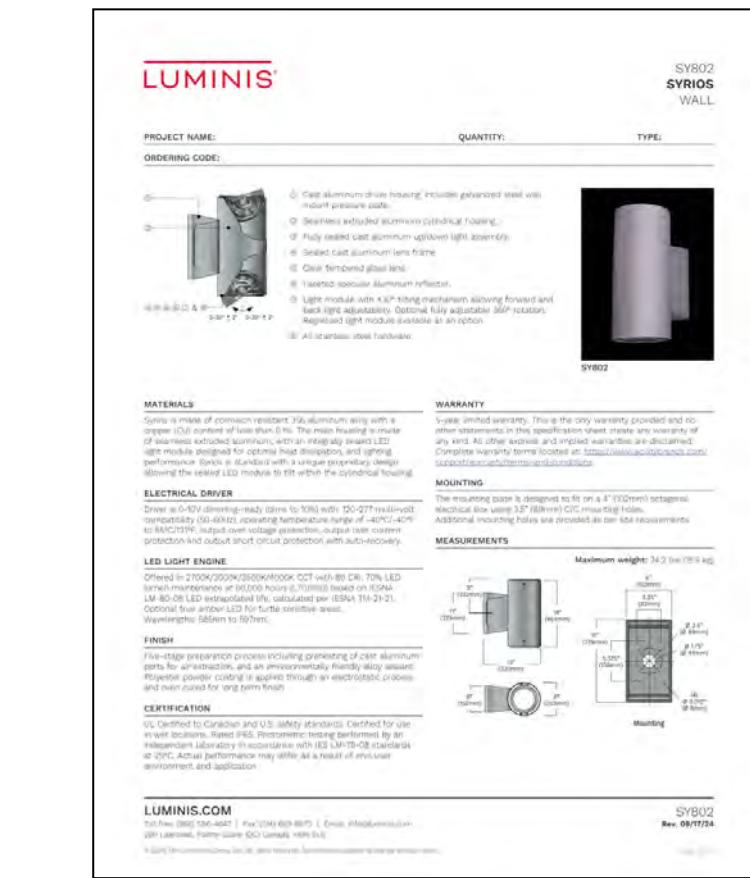
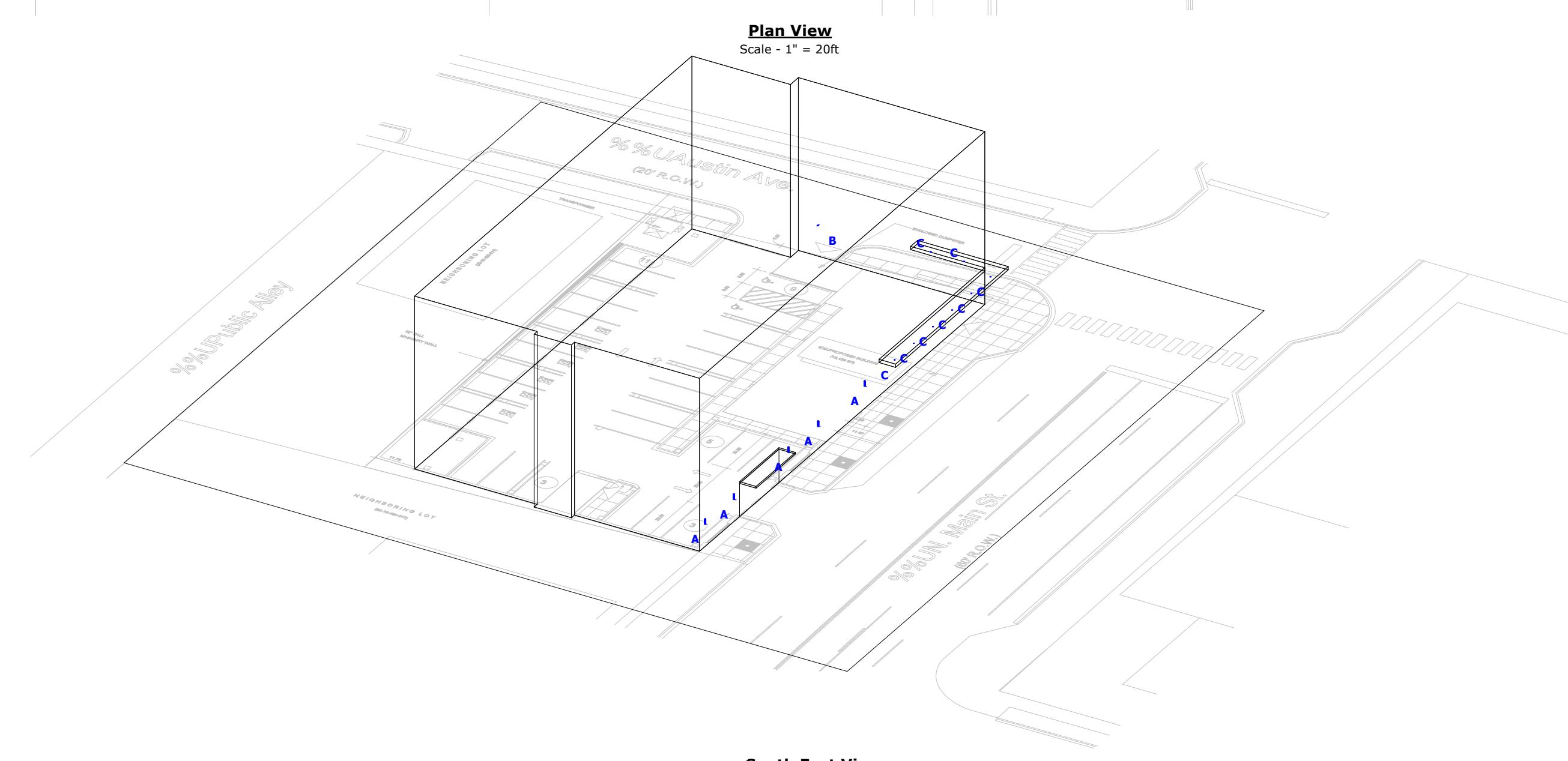
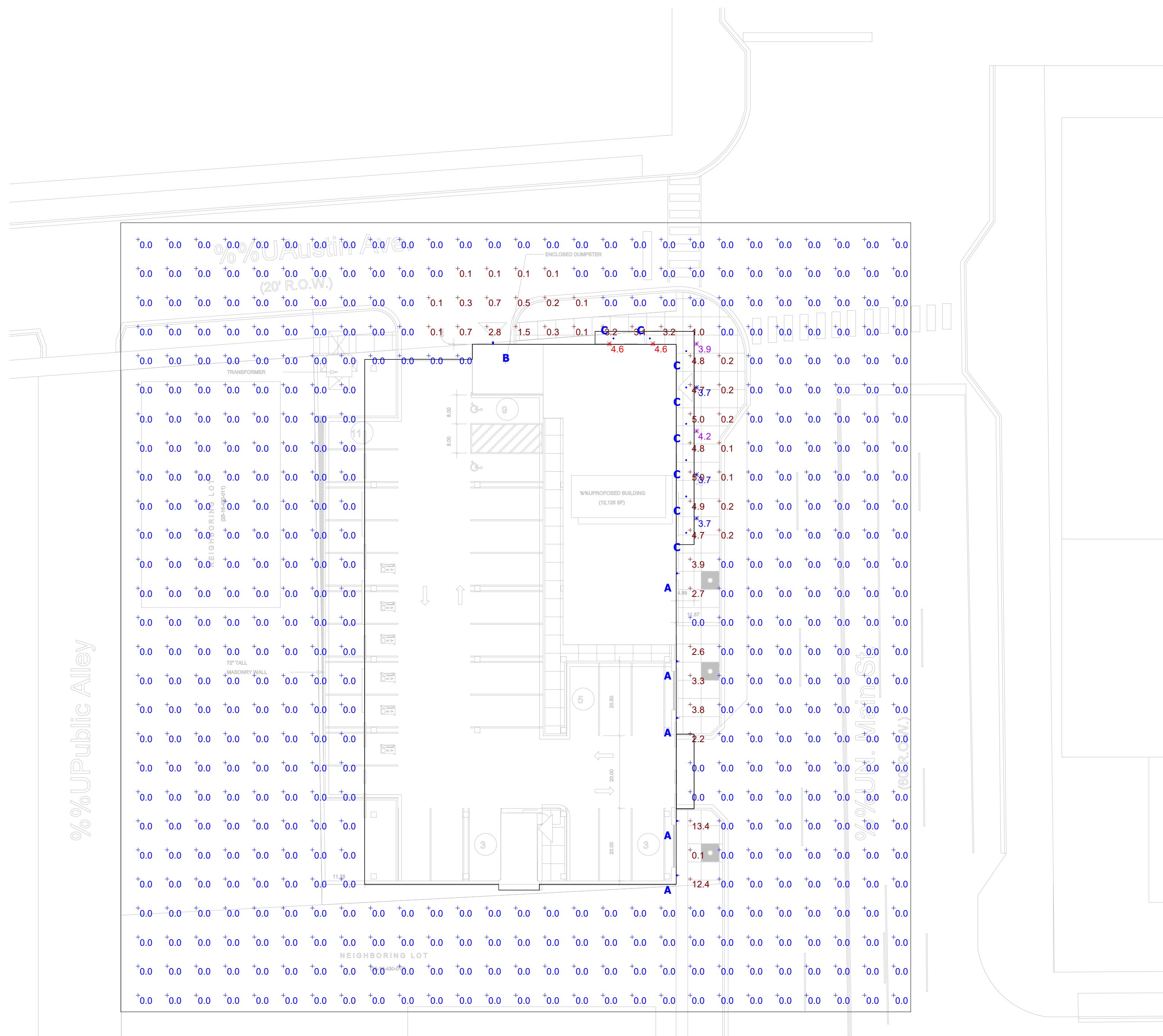


Sheet Title:
Landscaping Plan

Project Number:
24-101

Scale:
As indicated

Sheet Number:
L.001



Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Under Canopy	✗	4.1 fc	4.6 fc	3.7 fc	1.2:1	1.1:1
Overall	+	0.2 fc	13.4 fc	0.0 fc	N/A	N/A

Schedule										
Symbol	Label	QTY	Manufacturer	Catalog	Description	Lamp Output	LLF	Input Power	Mounting Height	
^	A	5	LUMINIS	SY802-L2L20-WDD-WDU-40K	Syrios Round 8	4088	0.9	31.1	7'	
□	B	1	Lithonia Lighting	WPX0 LED ALO-1 40K MVOLT	WPX0 LED, 850 Lumen setting, 4000K Setting, 120-277V	829	0.9	6.0096	9'	
○	C	8	Lithonia Lighting	LDN4 40/05 LO4AR LSS	4IN LDN, 4000K, 500LM, CLEAR, SEMI-SPECULAR RFLCTOR. 80CRT	524	0.9	5.74	10'	

General Note

General Notes

1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
2. SEE LUMINAIRE SCHEDULE FOR LIGHT LOSS FACTOR.
3. CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: 0' - 0"

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT CONTROLS@GASSERBUSH.COM OR 734-266-6705.

Alternates Note

THE USE OF FIXTURE ALTERNATES MUST BE RESUBMITTED TO THE CITY FOR APPROVAL.

Drawing Note

Drawing Note
THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

Ordering Note

FOR INQUIRIES CONTACT GASSER BUSH AT
QUOTES@GASSERBUSH.COM OR 734-266-6705

Mounting Height Note

MOUNTING HEIGHT NOTE
MOUNTING HEIGHT IS MEASURED FROM GRADE TO
FACE OF FIXTURE. POLE HEIGHT SHOULD BE
CALCULATED AS THE MOUNTING HEIGHT LESS BASE
PLATE HEIGHT.

723 N MAIN ST - ROYAL OAK
PHOTOMETRIC LAYOUT
GASSER BUSH ASSOCIATES
WWW.GASSERBUSH.COM

Designer
KS
Date
10/14/2024
Scale
Not to Scale
Drawing No.
#24-34839_V1

KRIEGER KLATT ARCHITECTS

www.wingcomm.com

Client:

Client.

Michael Bianchi

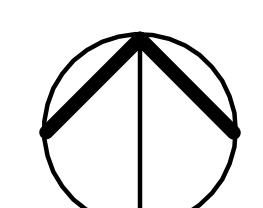
Project:

Bianchi Flats
723 N. Main St.,
Royal Oak, MI 48067

Seal:

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in

field.



Sheet Title: Floor Plan

Project Number:
24-101

Scale:

scale.

As indicated

Sheet Number:

A. 100



PRELIMINARY NOT FOR CONSTRUCTION

Issued	Description	By
2024-10-01	SPA Submittal	MB
2024-10-28	PUD Resubmittal	RP
2024-12-02	Final PUD	RP

Total Rentable SF	
Comments	Area
02 - Second Floor	
Rentable	9683 SF
	9683 SF
03 - Third Floor	
Rentable	9698 SF
	9698 SF
04 - Fourth Floor	
Rentable	6446 SF
	6446 SF
Total Rentable SF	25282 SF

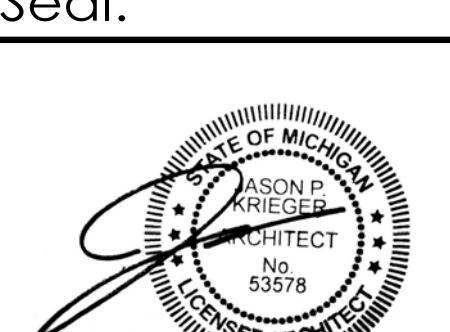
Gross SF	
Comments	Area
01 - First Floor	
Non-Rentable	2893 SF
	2893 SF
02 - Second Floor	
Non-Rentable	1489 SF
Rentable	9683 SF
	11172 SF
03 - Third Floor	
Non-Rentable	1477 SF
Rentable	9698 SF
	11175 SF
04 - Fourth Floor	
Non-Rentable	2560 SF
Rentable	6446 SF
	9006 SF
Total SF	34246 SF

Unit Percentage		
Department	Count	Unit %
1 Bedroom	12	60%
2 Bedroom	12	40%
Grand total		24

Unit Schedules	
Name	Count
02 - Second Floor	
Unit A1	1
Unit A2	1
Unit A3	1
Unit A4	1
Unit B1	6
	10
03 - Third Floor	
Unit A1	1
Unit A2	1
Unit A3	1
Unit A4	1
Unit B1	6
	10
04 - Fourth Floor	
Penthouse 1	1
Penthouse 2	1
Penthouse 3	1
Penthouse 4	1
	4
Total Units	24

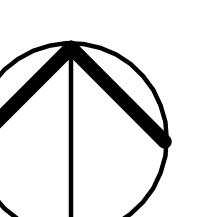
Unit SF	
Name	Area
02 - Second Floor	
Unit A1	965 SF
Unit A2	1032 SF
Unit A3	1268 SF
Unit A4	1250 SF
Unit B1	843 SF
04 - Fourth Floor	
Penthouse 1	1521 SF
Penthouse 2	1510 SF
Penthouse 3	1715 SF
Penthouse 4	1700 SF

Layout Legend	
AMENITIES / CLUBHOUSE	
COMMON AREAS	
1 BEDROOM	
2 BEDROOM	



Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

North Arrow:

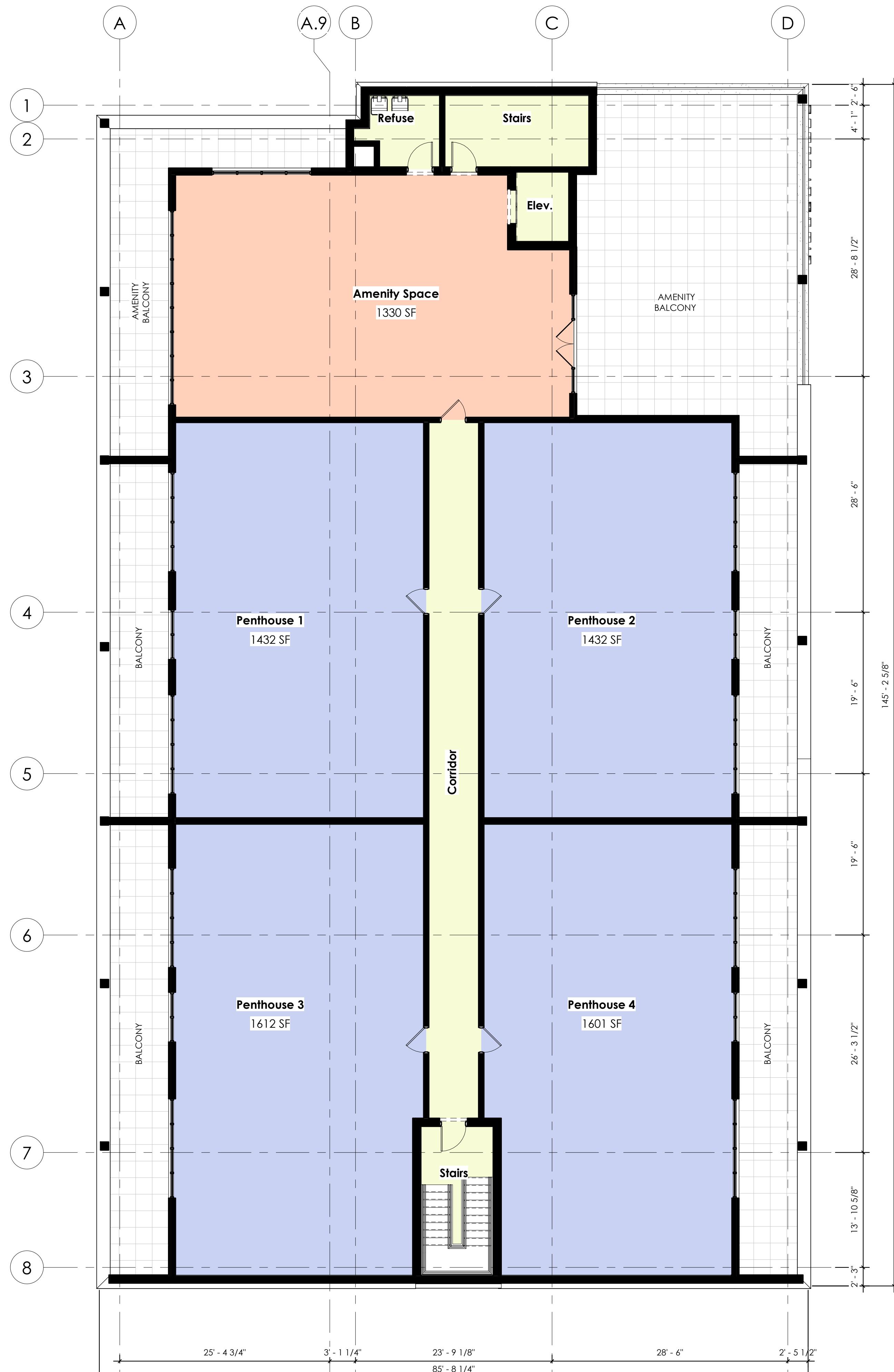
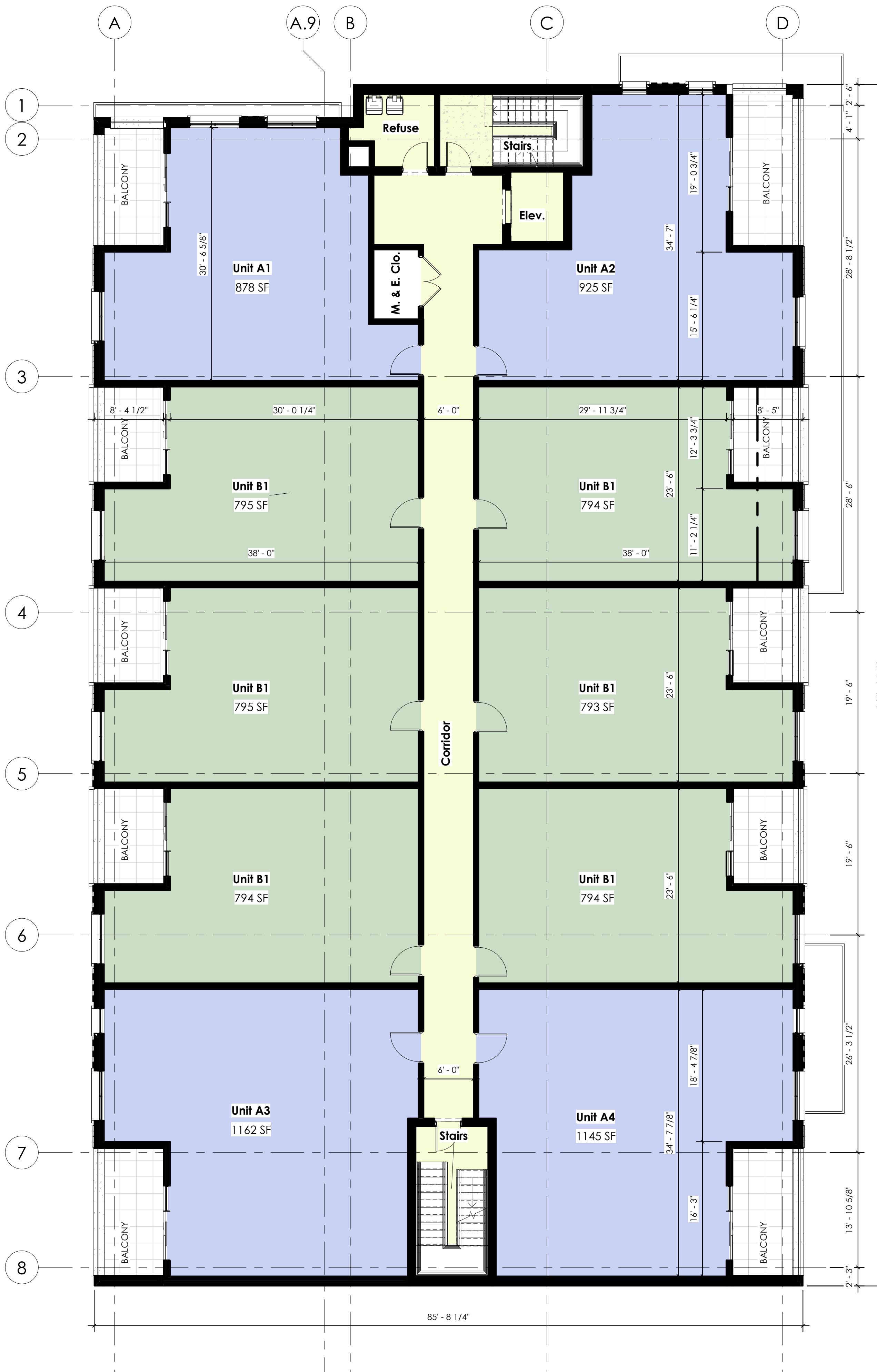


Sheet Title:
Floor Plans

Project Number:
24-101

Scale:
As indicated

Sheet Number:
A.101



Client:

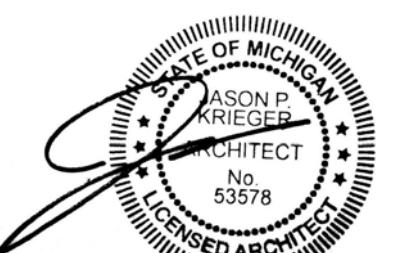
Michael Bianchi

Project:

Bianchi Flats
723 N. Main St.,
Royal Oak, MI, 48067

Issued	Description	By
2024-10-01	SPA Submittal	MB
2024-10-28	PUD Resubmittal	RP
2024-12-02	Final PUD	RP

Seal:



Note:

Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

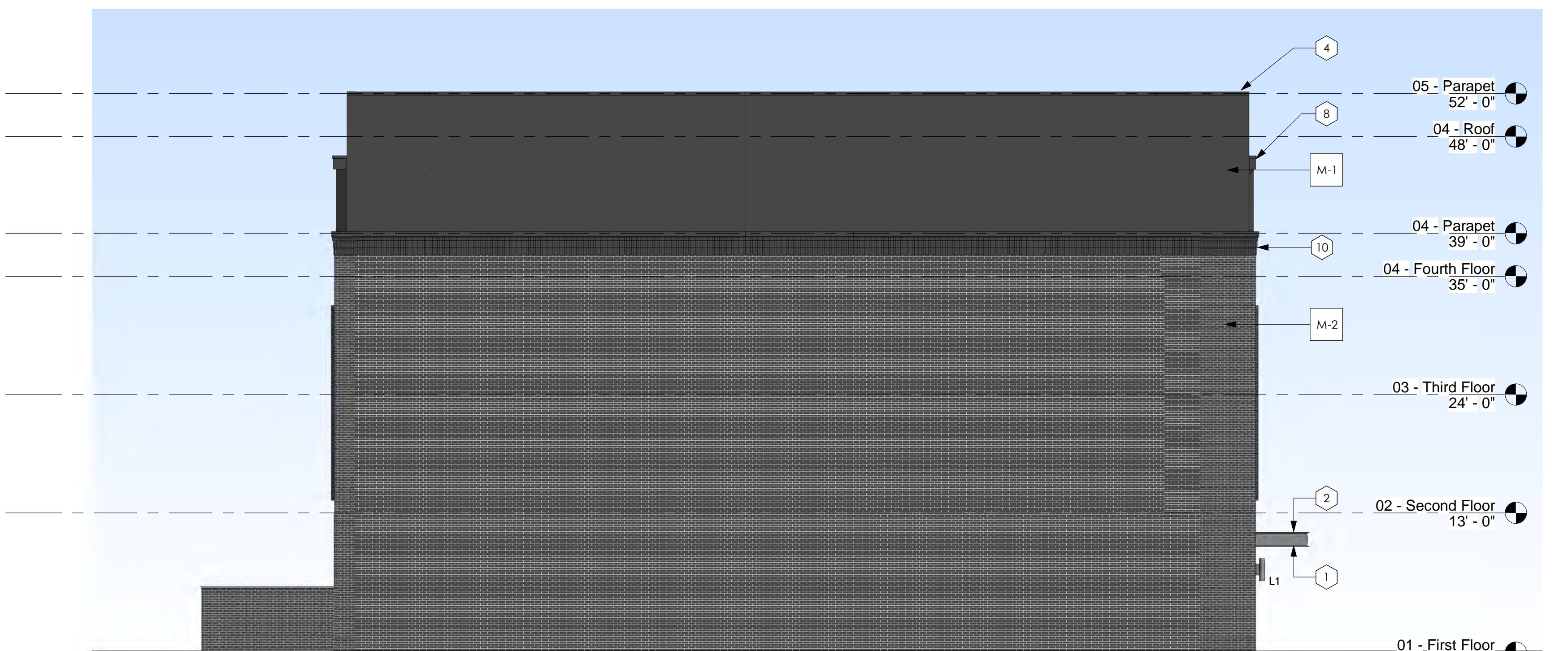
North Arrow:

PRELIMINARY NOT FOR CONSTRUCTION



A East Elevation (N. Main St.)

A.100 1/8" = 1'-0"



B South Elevation

A.100 1/8" = 1'-0"

EXTERIOR MATERIAL

- M-1 DESCRIPTION: JAMES HARDIE PANELING
MANUF: JAMES HARDIE
COLOR: INTEGRATED COLOR, ACTUAL COLOR T.B.D.
- M-2 DESCRIPTION: MASONRY BRICK
MANUF: TBD
COLOR: INTEGRATED COLOR, ACTUAL COLOR T.B.D.
- M-3 DESCRIPTION: JAMES HARDIE SIDING
MANUF: JAMES HARDIE
COLOR: INTEGRATED COLOR, ACTUAL COLOR T.B.D.

EXTERIOR KEYED NOTES

- 1. EXPOSED C-CHANNEL - DARK BRONZE FINISH
- 2. FLAT ROOF CANOPY
- 3. SIGNAGE TO BE SUBMITTED AT A LATER DATE BY OWNER FOR CITY APPROVAL.
- 4. PRE-FIN, METAL CAP
- 5. STOREFRONT GLAZING SYSTEM
- 6. OPAQUE SCREEN WALL
- 7. CONCRETE COLUMN - DARK FINISH
- 8. PRE-FIN, BRAKE MTL. FASCIA BOARD AT FLAT ROOF CANOPY
- 9. 42" HIGH (MIN.) PRE-FIN, MTL. GUARDRAIL
- 10. TAPERED SOLDIER BRICK
- 11. TRAFFIC CONTROL ARM
- 12. OVERHEAD COILING DOOR



L1 - WALL MTD. UP-DOWN SCONCE
MANUF: KICHLER
COLOR: TEXTURED ARCHITECTURAL BRONZE
SKU CODE: 11125AZT30
STYLE: CONTEMPORARY
UPC 783927453097



L2 - WALL MTD. SHIELDED
WALL PACK

Project Number:

24-101

Scale:

As indicated

Sheet Number:

A.200

PRELIMINARY NOT FOR CONSTRUCTION

KRIEGER KLATT ARCHITECTS

400 E. Lincoln Ave. | Royal Oak, MI 48067
P: 248.414.9270 F: 248.414.9275
www.kriegerklatt.com

Client:

Project:

Bianchi Flats
723 N. Main St.,
Royal Oak, MI. 48067

Seal:

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

Sheet Title: Elevations

Project Number: 94-101

Scale:

Sheet Number:



c West Elevation (Rear)

A.100 1/8"



North Elevation (Austin St.)

A 100



EXTERIOR MATERIAL		X
M-1	DESCRIPTION: JAMES HARDIE PANELING MANUF: JAMES HARDIE COLOR: INTEGRATED COLOR, ACTUAL COLOR T.B.	
M-2	DESCRIPTION: MASONRY BRICK MANUF: TBD COLOR: INTEGRATED COLOR, ACTUAL COLOR T.B.	
M-3	DESCRIPTION: JAMES HARDIE SIDING MANUF: JAMES HARDIE COLOR: INTEGRATED COLOR, ACTUAL COLOR T.B.	

EXTERIOR KEYED NOTES		X
1.	EXPOSED C-CHANNEL - DARK BRONZE FINISH	9.
2.	FLAT ROOF CANOPY	10.
3.	SIGNAGE TO BE SUBMITTED AT A LATER DATE BY OWNER FOR CITY APPROVAL.	11.
4.	PRE-FIN. METAL CAP	12.
5.	STOREFRONT GLAZING SYSTEM	
6.	OPAQUE SCREEN WALL	
7.	CONCRETE COLUMN - DARK FINISH	
8.	PRE-FIN. BRAKE MTL. FASCIA BOARD AT FLAT ROOF CANOPY	
		42" HIGH (MIN.) PRE-FIN. MTL. GUARDRAIL
		TAPERED SOLDIER BRICK
		TRAFFIC CONTROL ARM
		OVERHEAD COILING DOOR

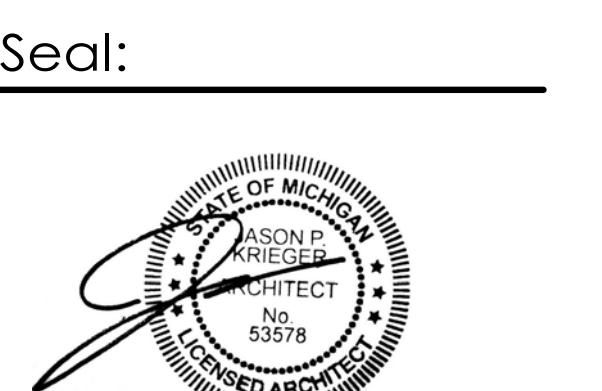
L1 - WALL MTD. UP-DOWN SCONCE
MANUF: KICHLER
COLOR: TEXTURED ARCHITECTURAL BRONZE
SKU CODE: 11125AZT30
STYLE: CONTEMPORARY
UPC: 702007150027

L2 - WALL MTD. SHIELDED

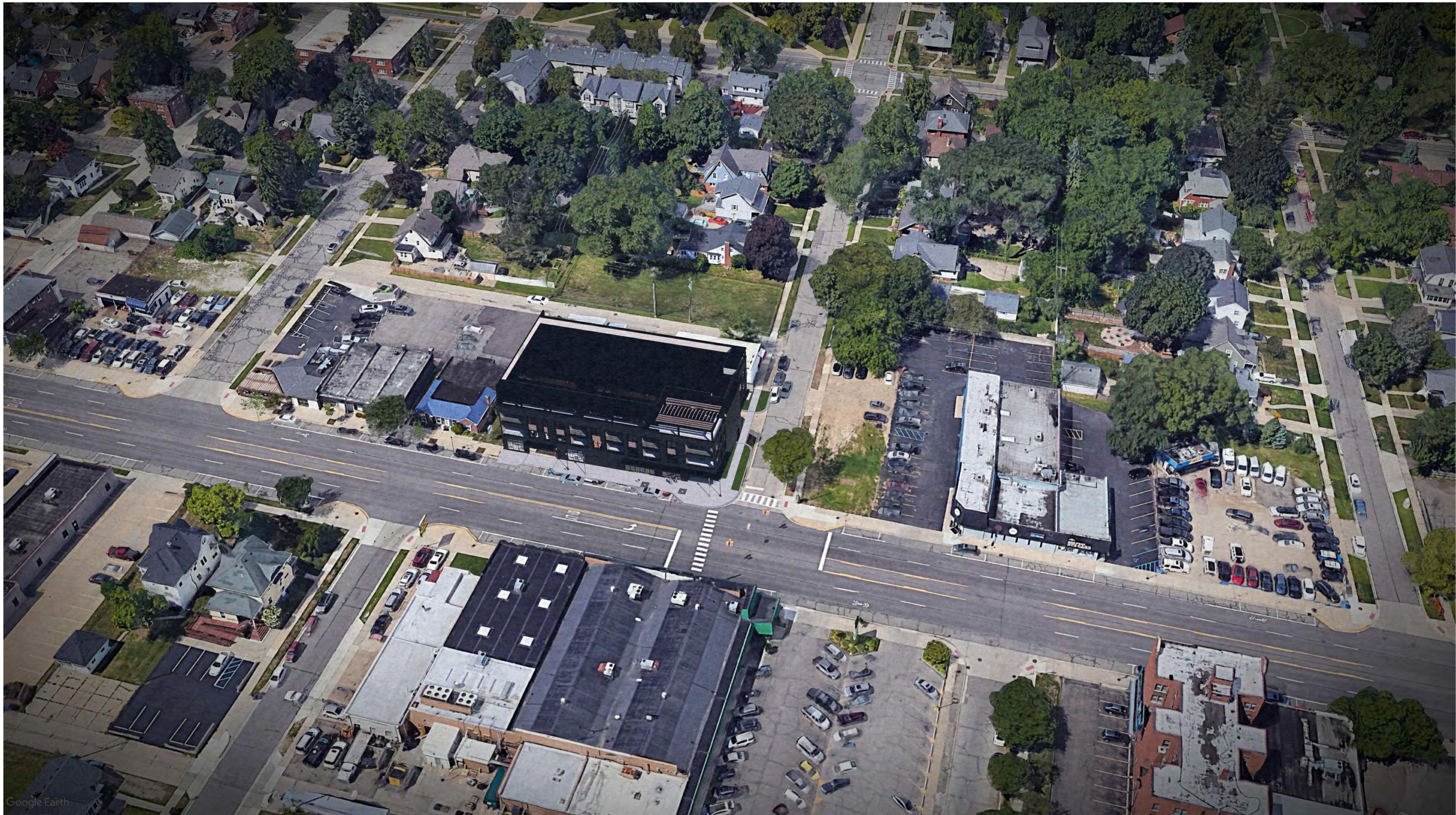
Client:
Michael Bianchi

Project:
Bianchi Flats
723 N. Main St.,
Royal Oak, MI, 48067

Issued	Description	By
2024-10-01	SPA Submittal	MB
2024-10-28	PUD Resubmittal	RP
2024-12-02	Final PUD	RP



PRELIMINARY NOT FOR CONSTRUCTION



Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.
North Arrow:

Sheet Title:
Rendering
Looking
Southwest
Project Number:
24-101
Scale:

Sheet Number:
R.001

Client:

Project:

Bianchi Flats
723 N. Main St.,
Royal Oak, MI. 48067

Seal:

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

PRELIMINARY NOT FOR CONSTRUCTION



Sheet Title:

Rendering Looking Northwest

Project Number:

Scale:

Sheet Number:

R.002

Client:
Michael Bianchi

Project: Bianchi Flats

Seal:

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

PRELIMINARY NOT FOR CONSTRUCTION

Sheet Title:
Rendering
Looking West (N.
Main St.)

Project Number:

24-101

Sheet Number:

R.003



Client:
Michael Bianchi

Project:

Seal:

Note:
Do not scale drawings. Use calculated dimensions only.
Verify existing conditions in field.

PRELIMINARY NOT FOR CONSTRUCTION

Sheet Title:
Rendering
Looking West (N.
Main St.)

Project Number:
24101

24-101

Sheet Number:

R.004



Client:
Michael Bianchi

Project:

Seal:

Note:

Do not scale drawings. Use calculated dimensions only. Verify existing conditions in

Twenty existing conditions in field.

PRELIMINARY NOT FOR CONSTRUCTION

Sheet Title:
Rendering
Looking West (N.
Main St.)

Project Number:
24101

Scale:

Sheet Number:

R.005





Planning Division
203 South Troy Street
Royal Oak, MI 48067
248.246.3280

MEMORANDUM

DATE: November 14, 2024

TO: File / Petitioner(s)

FROM: Planning Division

SUBJECT: Rezoning from Neighborhood Business to Planned Unit Development (PUD) & Preliminary Site Plan (SP 24-11-13) at 723 N. Main St. (parcel no. 25-14-430-012) – Construction of four-story building with 24 multiple-family dwellings on site of hair salon (Bianchi's Salon).
Krieger Klatt Architects, Inc., Petitioner & Architect
B&E Royal Oak Investments, Owner

The Royal Oak Planning Commission, at its meeting on November 12, 2024, took the following action regarding your preliminary planned unit development (PUD) application:

Moved by Commissioner Douglas
Seconded by Mr. Esbri

Be it resolved that the request to rezone **723 North Main Street** (parcel no. 25-14-430-012) from **“Neighborhood Business”** to **“Planned Unit Development” (PUD)** in order to construct a four-story building with 24 multiple-family dwellings on the site of a hair salon (Bianchi's Salon) is hereby referred to the City Commission with a **recommendation for approval**, based upon the following:

- 1) Granting of the PUD will result in a recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations.
- 2) The proposed type and density of multiple-family dwellings will not result in an unreasonable increase in the need for or burden upon public services, facilities, streets, and utilities.
- 3) The proposed multiple-family dwellings are consistent with the public health, safety, and welfare of the city.
- 4) The proposed multiple-family dwellings will not result in an unreasonable negative economic impact upon surrounding properties.
- 5) The proposed development will be under single ownership and/or control such that there is a single entity having responsibility for completing the project in conformity with the Zoning Ordinance.

- 6) The proposed development is consistent with the goals and polices of the Master Plan, including the property's designation as "Mixed-Use – Residential / Office / Commercial" on future land use map.
- 7) The proposed development is compatible with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, traffic volumes, aesthetics, infrastructure, and potential influence on property values.
- 8) The street system is capable of safely and efficiently accommodating the expected traffic volumes generated by the proposed development.

Be it further resolved that **SP 24-11-13, a final planned unit development (PUD) site plan** at **723 North Main Street** (parcel no. 25-14-430-012) to construct a four-story building with 24 multiple-family dwellings on the site of a hair salon (Bianchi's Salon), is hereby referred to the City Commission with a **recommendation for approval** with the following **contingencies**:

- 1) The petitioner shall apply for review of the rezoning, final PUD plan, and development agreement by the City Commission and submit all information required under § 770-99 C of the Zoning Ordinance.
- 2) Prior to review of the final PUD site plan by the City Commission, the final PUD plan shall be revised to include all revisions required by the Planning Commission as well as the following:
 - a) The loading and drop-off area within the North Main Street right-of-way shall be shown consistently on all plan sheets.
 - b) Gates shall be added to both driveways, and a pedestrian warning light shall be added to the driveway to Austin Avenue.
 - c) Secured bicycle storage shall be added at an appropriate location.
- 3) The final PUD plan shall comply with the Zoning Ordinance (Chapter 770), as well as all other applicable codes and ordinances, except for the following:
 - a) Corner vision clearance setbacks, ground-level street frontage, building height, and landscaping shall be as depicted on the plan sheets.
 - b) No fewer than 29 off-street parking spaces shall be provided.
- 4) All paving, utilities, and work within public rights-of-way shall be in accordance with the specifications and standards of the city engineer, including, but not limited to, conversion of on-street parking spaces within the North Main Street right-of-way into a loading and drop-off area.
- 5) Exterior lighting shall be as depicted on the final PUD plan, and any additional exterior lighting fixtures shall comply with § 770-96 B of the Zoning Ordinance and other city codes and ordinances.
- 6) Signage shall comply with the Sign Ordinance (Chapter 607) or receive necessary variances from the Planning Commission.

- 7) A performance bond shall be posted in an amount to be determined by the building official.
- 8) The final PUD plan shall meet all other code and ordinance requirements, as determined by the building official, fire marshal, and city engineer, including, but not limited to, the Michigan Building Code, the City's Fire Prevention Ordinance (Chapter 340), and the City's Stormwater Detention Ordinance (Chapter 644), prior to the issuance of any building or right-of-way permits.

Motion adopted 6 to 1.

Yes: Mr. Cooper, Commissioner Douglas, Mr. Ellison, Mr. Esbri, Mayor Fournier, Mr. Gontina.

No: Mr. Quesada.

The Planning Commission's recommendation will be forwarded to the City Commission for their consideration at a future meeting. Prior to scheduling your application for a meeting of the City Commission, you will need to submit the following to the planning division: (a) PDF copies of the revised final PUD site plan addressing all contingencies approved by the Planning Commission and listed above; and (b) the required \$2,000.00 fee for review of the rezoning, final PUD site plan, and development agreement by the City Commission.

We are currently drafting a development agreement for your application, copies of which will be sent to you for review and execution once that draft is completed.

Please contact us if you have any questions or need further information.

Respectfully,



Timothy E. Thwing

Director of Community Development

cc: Jeffrey G. Klatt, AIA, Krieger Klatt Architects, Inc.
Ralph Bianchi, B&E Royal Oak Investments
Dennis G. Cowan, Plunkett Cooney, PC

From: [Marnie Pesavento](#)
To: [Planning Employees](#)
Subject: FOR THE MEETING TONIGHT! - Regarding Rezoning proposal - Site Plan SP 24-11-13
Date: Monday, November 11, 2024 6:19:16 PM

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Dear Royal Oak Planning Commission,

My name is Marnie Thirian. My family and I live at 207 Austin Avenue, approximately 3 houses away from the site that is applying for a rezoning application.

Last week, the owner of Bianchi's Salon, the property owner, his architect and lawyer presented their proposal for the demolition of the existing two story salon building to be replaced with a 52' 4 story building (plus fixed pergola), consisting of 24 one bedroom apartment units, including individual balconies and a communal rooftop area surrounding the building. The units will likely be on 12 month rental leases.

I have 3 objections to this rezoning and building application: the request for variance on height restriction, the window/balcony placement of the west/south facing units, and the number of parking spaces being allotted to these 24 housing units.

1) REZONING AND VARIANCE REQUEST of the site from a Neighborhood Business to a PUD (Planned Unit Development) with a height restriction change from the site's existing 36' limit to unlimited height (at the Planning Commission's discretion)

Currently, the site is zoned as a "Neighborhood Business" with a height restriction of 36 feet. The proposal is to rezone this site to a "Planned Unit Development". This site would not have a height restriction going forward. The request this time is to build to 52' tall.

The request for a building height of 52' is unprecedented this far north of town, unnecessary and would overly impact the style and usage of our neighborhood. The building under construction directly across the street adhered to the 36' restriction. There are no other buildings of this height in the single family home neighborhoods along Main Street until you head south to the downtown area, and reach the very corner, north of 11 Mile Road. There is a single 4 story building at 808 Main Street. I would ask that this building specifically be disregarded. It was built in 1940. None of the owners in the adjacent neighborhood will have bought their homes before this building was built. They all will have purchased their homes and had their value established after that building was erected. The tall buildings on the East side of Main closer to us back to parks, parking garages, or an existing tall building (the Senior apartment building). These buffer structures and their trees impede the view of the

neighborhoods adjacent to these tall buildings.

The proposed building is also intended to include an extra pergola for additional height. Why is this necessary? Why is it necessary to allow extra units, basically an extra floor, to make this building so high that it needs a variance of 16 additional feet in an established single family home neighborhood?

I would argue that this 52' height variance be rejected and for it to remain at the established 36' height restriction in accordance with the height restriction of the ENTIRE surrounding NEIGHBORHOOD area.

2) PROPOSED NEIGHBORHOOD PRIVACY ENCROACHMENT

The proposed design for this 4 story building has 12 units on the western / neighborhood facing direction. These units are all intended to have private balconies and windows facing into the existing single family home neighborhood, with unimpeded full views into their private yards, front and back (more fully in the backyards.)

ALL of the buildings on the south side of Main Street do not have visibility into the neighborhoods or the view is impeded until you reach the very corner of where the downtown area starts at 11 Mile and Main Street. The highest balcony of a Main Street building is at the second story until you reach the northwest corner of Main and 11 Mile road. Most of the existing taller (not more than 36') have walls with no windows at all which face the neighborhoods to protect their privacy. **The kind of visibility that this proposed 4 story building is requesting will DESTROY the privacy of the neighborhood yards on Austin and Willis street.**

For reference, I live 5 lots away from the site of this proposed development, almost at the corner of Washington and Austin. This is a picture I took today of our view towards the existing site without the proposed 4-story building. It was taken from my back patio, immediately stepping down from my back door. The blue sky that you see here would then be the proposed dark shadow colored building with windows peering down into all of our yards. How is approving a building of 52' with windows and balconies fair or acceptable?

I went down to City Hall and asked about the proposed balconies. I was told that, "Balconies are not supposed to encroach on neighborhood privacy but it is at the discretion of the Planning Commission to overrule this rule."

I would ask why this building is so important that it is allowed to destroy our neighborhood's privacy? All of the home owners have invested in our properties and paid our taxes willingly. **I would implore you to not destroy the privacy of our neighborhood for these as-yet non-existent renters with 12 month leases who will never invest in our neighborhood. Please deny the requested unimpeded views from this proposed building.**



3) PARKING VARIANCE - Variance request of the builder from 2 spaces per unit to 1.2 spaces per unit.

During our neighborhood presentation, it was argued by the builder that renters of a one-bedroom apartment "will only really need space for each renter." I would argue that it is ridiculous to think these people will not have visitors. Frankly, I was a renter of a one bedroom apartment in Royal Oak in my twenties. I often had friends over and then had a boyfriend (who had his own car) who ended up living with me during the period of that lease. I think that is fairly typical of people in their 20's.

Currently, there is permit only parking on Austin Ave and Willis Ave. This proposed building site would not offer sufficient parking to prevent the renters and their visitors from overflowing onto our streets that are already full of cars.

Granting this variance, especially given that you do not yet know the affects of the new condo development under construction across the street on Austin, is unrealistic. **Where are these people going to park? The parking space allotment variance should be denied.**

I sincerely hope that you will take these views into consideration before approving this project. They are not only my views, but shared with the residents on both Austin and Willis. We do not want this apartment building to be built as it is proposed!

Many thanks for your time and consideration in this matter.

Kind regards,

Marnie Thirian (home owner)
207 Austin Avenue

Neighbors in the direct vicinity of 723 N. Main Street, Royal Oak, MI

Name: Joe & Kelly Gabry

Address: 214 Austin

Signature: Kelly Gabry

Name: Jill Curson

Address: 208 AUSTIN Ave
ROYAL OAK, MI 48067

Signature: Jill Curson

Name: Megan Walls

Address: 202 Austin Ave
Royal Oak, MI 48067

Signature: Megan Walls

Name: Charles Kaminishas

Address: 201 Austin
Royal Oak MI 48067

Signature: Charles Kaminishas

Name: Maggie d'Allemard

Address: 126 Austin Ave.

Signature: Maggie d'Allemard

Name: Aaron Cheff

Address: 218 Austin Ave

Signature: Aaron Cheff

Name: Lisa Balian

Address: 715 N. Main

Signature: Lisa Balian

Name: Diane Monahan

Address: 315 Aquact

Signature: Diane Monahan

Name: MICHAEL D DANIEL

Address: 127 AUSTIN AVE

Signature: Michael D Daniel

Name: Peter Chew

Address: 612 N. Center St. (Rental)

Signature: Peter Chew

Name: Thomas Gilbert

Address: #61 715 N. Main

Signature: Thomas Gilbert

Name: Dayna Cline

Address: 400 N. Center Street

Signature: Dayna Cline

Name: JANET KORNINCE

Address: 713 N. Main St

Signature: Janet Kornince

Name: THEODORE ROMAN

Address: 211 PRIVATE

Signature: Theodore Roman

Name: Adam Benson

Address: 118 Willis

Signature: Adam Benson

Name: Sam Lynch

Address: 210 Lane

Signature: Sam Lynch

Name: Karen Lynch
Address: 210 Crane
Signature: Karen Lynch

Name: Kyle Riley
Address: 123 Crane
Signature: Kyle Riley

Name: Sarah Riley
Address: 123 crane
Signature: Sarah Riley

Name: _____
Address: _____
Signature: _____

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

From: [Ryan Brightwell](#)
To: [Planning Employees](#)
Subject: Opinion On Bianchi Flats
Date: Tuesday, November 12, 2024 9:00:46 AM

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Hello,

I won't be able to attend the meeting tonight regarding parcel 25-14-430-012, but as a resident I wanted to give my opinion, as the zoning in Royal Oak is something I feel very strongly about. I know some of our neighbors are fighting to understand the future of single-family housing in this area and might have alternative opinions, but I think that expanding our downtown, if done sustainably and with incentives that promote our city as a whole, is more important to the long-term growth of our city.

First off, I want to say that I am in full support of more multi-family housing that expands the downtown center of our city. I think our current downtown footprint underserves the population that we have, and we are at this time woefully lacking in both entertainment for the area and a feeling of urban density relative to both Birmingham and Ferndale.

A bigger downtown with more things to do means pulling in more people to the area and more urban density means more foot traffic at the restaurants and entertainment venues fighting to pay their expensive rents. It also is a tide that lifts all ships - it raises our tax base, therefore allowing us to put that money back into the schools and services for the area.

Why I Am For The Spirit of This Proposal

I think that the current dwelling on this parcel, Biachi's Salon, does not offer much to further our downtown or lift all ships. I have walked past it many times, and it is around this area that the downtown "feel" really begins to fade. For that reason, I am open to it being torn down and replaced. However, a multifamily residential building is not something you can simply plop down without considering its impact, but I think that the location chosen is actually a pretty decent fit for several reasons:

One: It is immediately across the street from Hollywood Market, a local grocer that struggles to bring in foot traffic to the area at this time. They're undergoing renovations right now that are likely putting them out on a limb, and I think it'd be great to have a high-density source of people looking for groceries placed right next to them. Important to this is that the clientele must actually *want* to shop there, and the income level should match the expectation.

Two: There are a variety of other shops and restaurants in the immediate surrounding vicinity. Beppe and Crispellis are both nearby and are two of my top-five favorite places in Royal Oak, and I am in full support of them having more people who can walk over and patronize them. Additionally, there are a variety of other boutiques and smaller businesses nearby that seem, well, underserved at this point, such as Burn Rubber, a Cyclebar (which may or may not be open - unclear), and others.

Three: The chosen location does still have some space between itself and the remainder of

downtown, but is “close enough” in the same way that when I lived at the Griffin, I was willing to walk the half mile from the relatively-empty southern side of main to get to Bigalora, which really marks the southern edge of our business district. Future planning, however, should seek to take back the open-air lots on both the southern and northern ends of the city, as these break the downtown feel and really kill the feeling of enclosure that is important to creating walkable spaces (see Birmingham).

Why I Would Not Approve This Current Proposal

Now, while I’ve established that I agree with the initial proposal of having a multi-family dwelling on the site of the salon, I’ve seen the concept art for what is proposed and have several concerns:

One: The concept shows another ugly five-by-four that will be out of style in 5 years and will be an eyesore to the community. What people love the most about our neighborhoods (and why some fight so passionately for single-family homes) is the charm and “feel” of our neighborhood. We have a nice collection of post-war homes that represent a style that, if I was an architect, I could probably identify. I appreciate that the newer homes in the area also retain the character of this style.

Certain buildings in the downtown also represent this style - Bigalora, the strip on main and 11 mile, the D’Amoto building, and others. However, other buildings feel extremely out of place - most recently and perhaps most criminally, the hulking, soulless, corporate-grey behemoth right at the beating heart of our city (11 and Main).

New developments in our area should feel consistent with the character of the area, and should also be built to last. I think the best example of this in the area is the Griffin. Having lived there, I can say that this place was built to last - concrete, not wood. Proactive follow-up on repairs. Intentional design choices. And what might be one of the closest things to the feel I’ve always wanted in Royal Oak - Tiffany Lane, which offers a beautiful alley full of trees surrounded by encapsulating residences on both sides. The Griffin also manages to attract a great mix of upper-middle class youths, families, and older retirees. I am confident that the Griffin will be here in twenty years - can you say the same for The Roy, which was already falling apart during my tour several years ago, Icon, or many of the others in the area?

Five-by-fours simply aren’t built to last. They’re made of wood, cheaply constructed, and often cheaply managed. And this trend of stark, modern, all black buildings will be as out-of-style in ten years as Scandinavian design (see FerndaleHaus) is now. The salon itself was already short-lived - Do we really want to be debating the future tenant of this plot of land in another 16 years?

Two: The clientele that the plan appears to be chasing are closer to the Billings Place than to the Griffin. This is not conducive to the surrounding businesses. The families that move in here should *want* to shop at Hollywood Market. Seek a similar crowd to the Griffin - upper middle class is fine, but it should be possible for a tenant to have a monthly rent of \$1700-1800/person in order to not price out young professionals. \$1500 would be even better, but I understand that this might go against the premium needed to be built-to-last.

Three: It isn’t immediately clear if the floor space of this building is meant for retail or a vanity office for the apartment complex. Since it isn’t clear: The majority of the first floor facing the street should be for retail, so as to encourage new business development. This retail

space should *really* be for a spot meant for the clientele in the building to hang out (to support its longevity) but should also be something that others want to come to. This almost certainly should be a cafe, or a brewery (again, see the Griffin - Royal Oak Roast). The infrastructure needs to be in place for this to be possible. Note here too that the residential office should *not* occupy prime Main Street-facing real estate.

Four: Several residents on Crane have expressed concerns about an invasion of privacy. While this is, to some extent, bound to happen more and more as our skyline rises, there is a reasonable compromise here - the eastern and northeastern side of the building should have tree cover that still provides tenants a view, but also perhaps prevents them from having line-of-sight into individuals' backyards. This is also in character with our city being "Tree City USA" according to the National Arbor Day Foundation.

What an Acceptable Proposal Looks Like

We are an attractive spot for new developments, and will continue to be so for the next several decades due to the projected income to the area. Because of this, we have the ability to be demanding of those wishing to tap our tax base for business and support.

The following should be required of Bianchi Flats before carrying forward:

1. A complete exterior redesign to a style more in character with our city and our downtown.
2. A detailed plan outlining how both the construction of the building and the management will ensure that it is built to last at least thirty years.
3. A detailed outline of planned rents and targeted clientele.
4. A detailed outline of what sort of retail will be anticipated on the first floor. Construction to include appropriate infrastructure (water hookups, gas hookups, and a reasonable intention of layout) for a brewery, cafe, or other such "third place" where people can congregate and hang out.
5. Adjustments to the building to minimize privacy invasion of residents on Crane and adjacent streets, including tree cover or design that minimizes outward-facing windows to the area (gym, hallway, etc).

While I know this list seems extensive, it really isn't much considering the long-term economic value we anticipate for our area and for our state. I'd rather this area wait for the right tenant to treat it right over having someone coming in to make a quick buck off of us.

Thank you for your time reading this, and thank you for your work in making our area a great place to live.

Sincerely,

Ryan Brightwell
515 N Blair Ave.
Royal Oak, MI 48067

From: [Kelly Gabry](#)
To: [Planning Employees](#)
Cc: [Joseph Gabry](#)
Subject: Rezoning Neighborhood Business: 723 N. Main St.
Date: Tuesday, November 12, 2024 11:14:26 AM

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Hello Royal Oak Planning Commission,
I am a resident on Austin Ave and was just made aware by a neighbor that there is a notice regarding rezoning 723 N. Main St. I am curious why we were not made aware of this as this does impact us. My family lives just a few houses down from this site and frustrated that we were not included in the communication.

I would like to formally object to the rezoning and planning proposed. Quite simply, the plan does not provide enough parking for occupants of the proposed building. Allowing one space per unit is not sufficient. Additionally the building's proposed height will encroach on single family home owners in the area's privacy. It is completely unnecessary to allow the height variance and further impact the single family homes in the immediate area.

After witnessing residents' concerns being ignored after opposing the current structure being built at the corner of Austin and Main, I have a clear understanding that the city of Royal Oak is more concerned with density than with the resident's opinions. I do hope that you take into consideration the opposition from residents on this proposed plan.

Joe & Kelly Gabry
214 Austin Ave

From: [Christina Vernali](#)
To: [Planning Employees](#)
Subject: Rezoning from Neighborhood Business to PUD & Preliminary Site Plan (SP 24-11-13) at 723 N. Main St.
Date: Tuesday, November 12, 2024 3:21:07 PM

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Hello,

My name is Christina Vernali, and I am a homeowner at 202 Willis Ave. Recently, I learned about the proposed development at 723 N. Main St. While my husband and I chose this neighborhood because of the promising plans to improve the North Main Street area in Royal Oak, I believe the specific plans for 723 N. Main St. do not align with the values or integrity of our community and should be reconsidered for the following reasons:

- 1. Building Height Exceeds Zoning Limits:** The site currently has a 36-foot limit on building height, but the proposed building stands at 52 feet (and could be higher with a rooftop deck). This considerable increase in height will alter the visual character of the neighborhood, overshadow nearby residences, and create a precedent for future developments that could further encroach on neighborhood standards.
- 2. Parking Variance is Unrealistic for Local Needs:** The builder is requesting a variance to reduce parking from the required 2 spaces per unit to only 1.2 spaces per unit. This overlooks practical realities, as many renters in Michigan will likely have more than one car per household and will also receive visitors. This parking shortage would push cars onto neighboring streets, which impacts residents.
- 3. For-Rent Only Units Undermine Community Stability:** The proposal's for-rent-only, primarily one-bedroom units limit the diversity of residents, catering mostly to short-term tenants rather than long-term community members. Home ownership typically encourages stability, engagement, and accountability, fostering a sense of pride and shared responsibility in the area's well-being. By contrast, transient rental units may lead to higher turnover rates, less involvement in the neighborhood, and less commitment to maintaining property quality—all of which could gradually degrade community cohesion and local property values over time. While this arrangement may benefit the developer, landowner, and investors financially, it does not contribute to a sustainable, balanced, and invested community for those who call Royal Oak home.

For these reasons, I urge the planning commission to reject this proposed development in favor of a plan that respects the 36-foot height limit, considers adequate parking provisions, and encourages investment in community-focused, ownership-oriented housing. Thank you for your consideration.

Sincerely,

Christina Vernali

From: [Scott Murray](#)
To: [Planning Employees](#)
Subject: Homeowner Objection - PUD (SP 24-11-13) 723 N. Main Street (Bianchi's Salon)
Date: Tuesday, November 12, 2024 3:51:14 PM

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Hello,

As a homeowner just a few lots from the planned development at the current Bianchi's Salon site (723 N. Main Street) I felt it necessary to raise my objections to the planned rezoning and subsequent development that has been proposed here.

While we are pleased to see growth and development of the downtown area that we intentionally bought near, we do not believe this particular plan is at all considerate to ourselves and the other taxpayers and homeowners that support Royal Oak and its downtown.

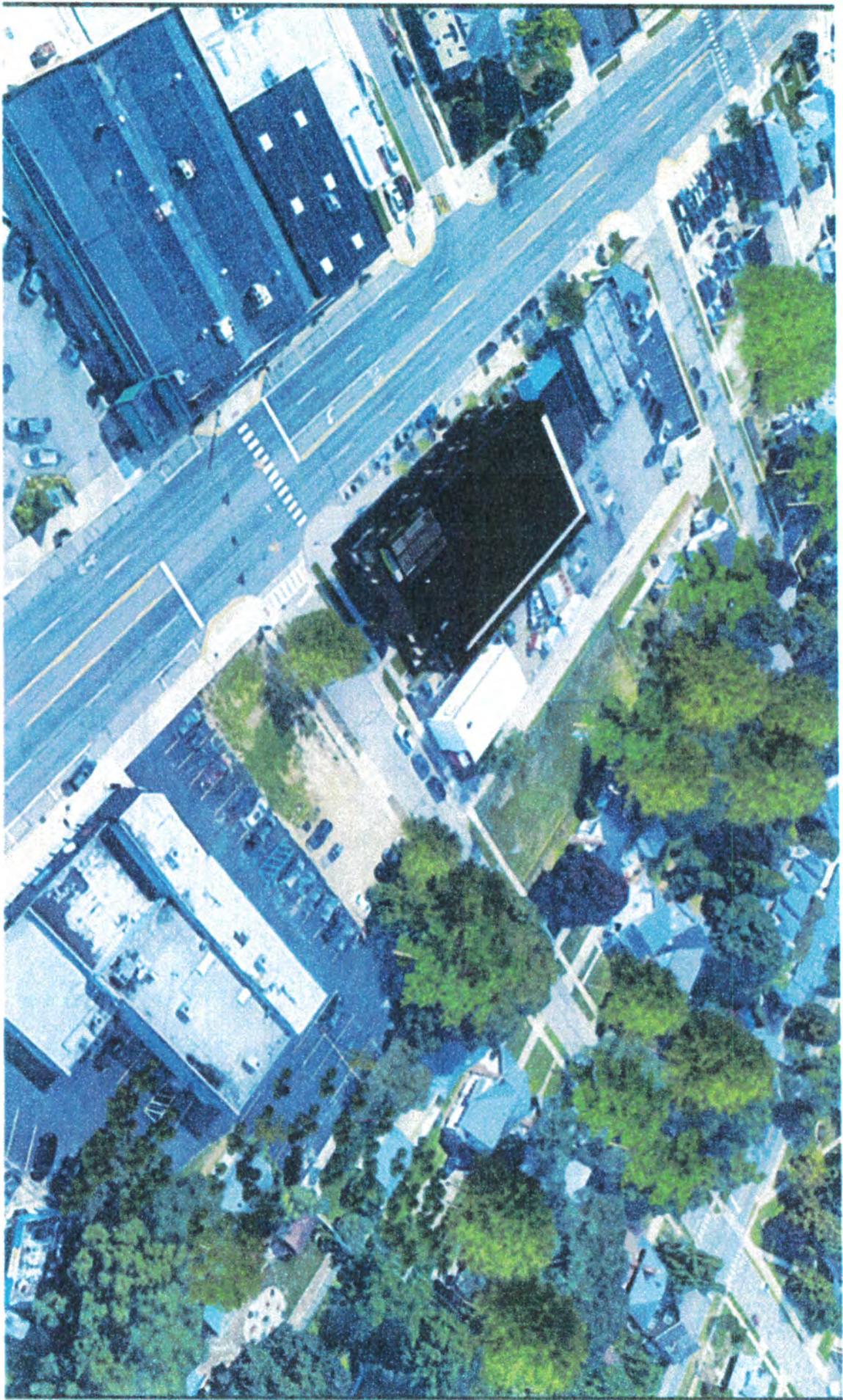
Frankly, this appears to be a lazy attempt to farm as much money out of the project as possible, giving no consideration to the hundreds of individuals who will be negatively affected by the current proposal as well as the many many schoolchildren who attend neighboring Royal Oak Middle and rely on the safety of this neighborhood.

I believe the following changes would make the project much more reasonable, sustainable, and valuable to the surrounding community while still allowing development to occur:

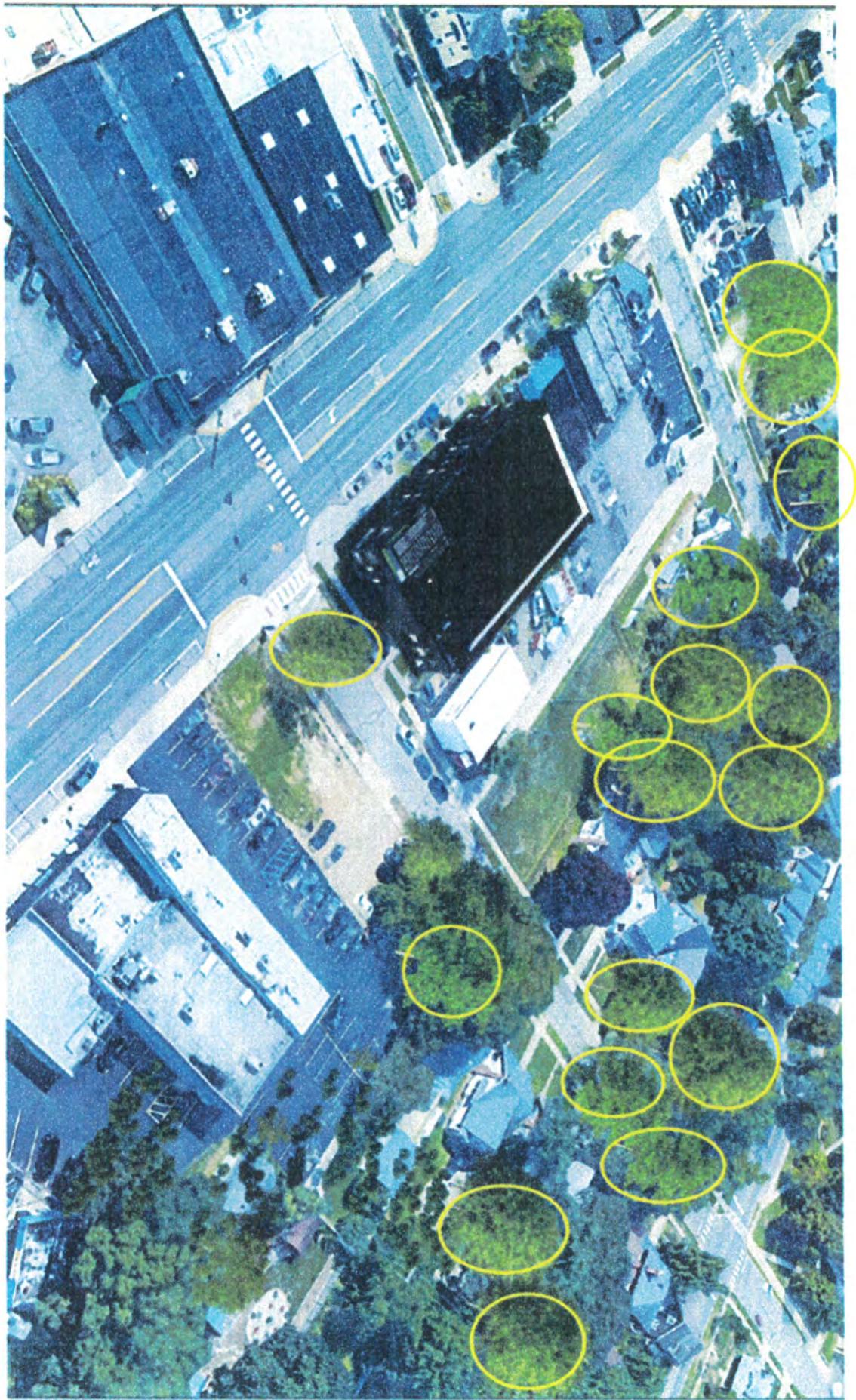
- 1. Reduction in height:** A 50+ ft building does not fit the character of this neighborhood and would look down on the yards of the surrounding homes. This is a gross overreach that greatly exceeds the height of the neighboring structures
- 2. Reduction in balconies:** Particularly those facing West (towards the surrounding homes). Again, an invasion of privacy and potential for a lot of added noise, particularly given the young demographic these units are so obviously targeting
- 3. Removal of the rooftop area:** Once again, added noise and loss of privacy are a major concern to local homeowners and their families
- 4. Reduction in total units:** Fewer, nicer units will encourage more serious renters, not partiers who will disrupt family life in the area
- 5. Increased quality of units:** If the developers want money, at least make decent units that will attract more respectful, affluent neighbors. This is no place for college students and recent grads who want a cheap first apartment and a place to get drunk.
- 6. Make units available for sale:** Let's invest in this community by letting more people own a piece of it, rather than inviting in high-traffic renters to leave to pollute it with noise and traffic. We have friends and family members who would love to be our neighbors, but they are not ready to own a home. There are plenty of first-time buyers who would consider a condo in this location rather than purchasing a nearby home.
- 7. Maintain parking variance:** 2 spaces per unit is far more suitable than the recently-proposed 1.2. This is such a classic, inconsiderate choice that puts the needs of the developer ahead of the community. We aren't here to make a buck, but the developers clearly are. We do not want swaths of young people constantly flowing in and out, slamming car doors, and having loud, sometimes drunk conversations in our streets at all hours of the night. If the developers think that's such a great idea, they should consider building some lower cost apartments in their own neighborhood, not ours.

Sincerely,

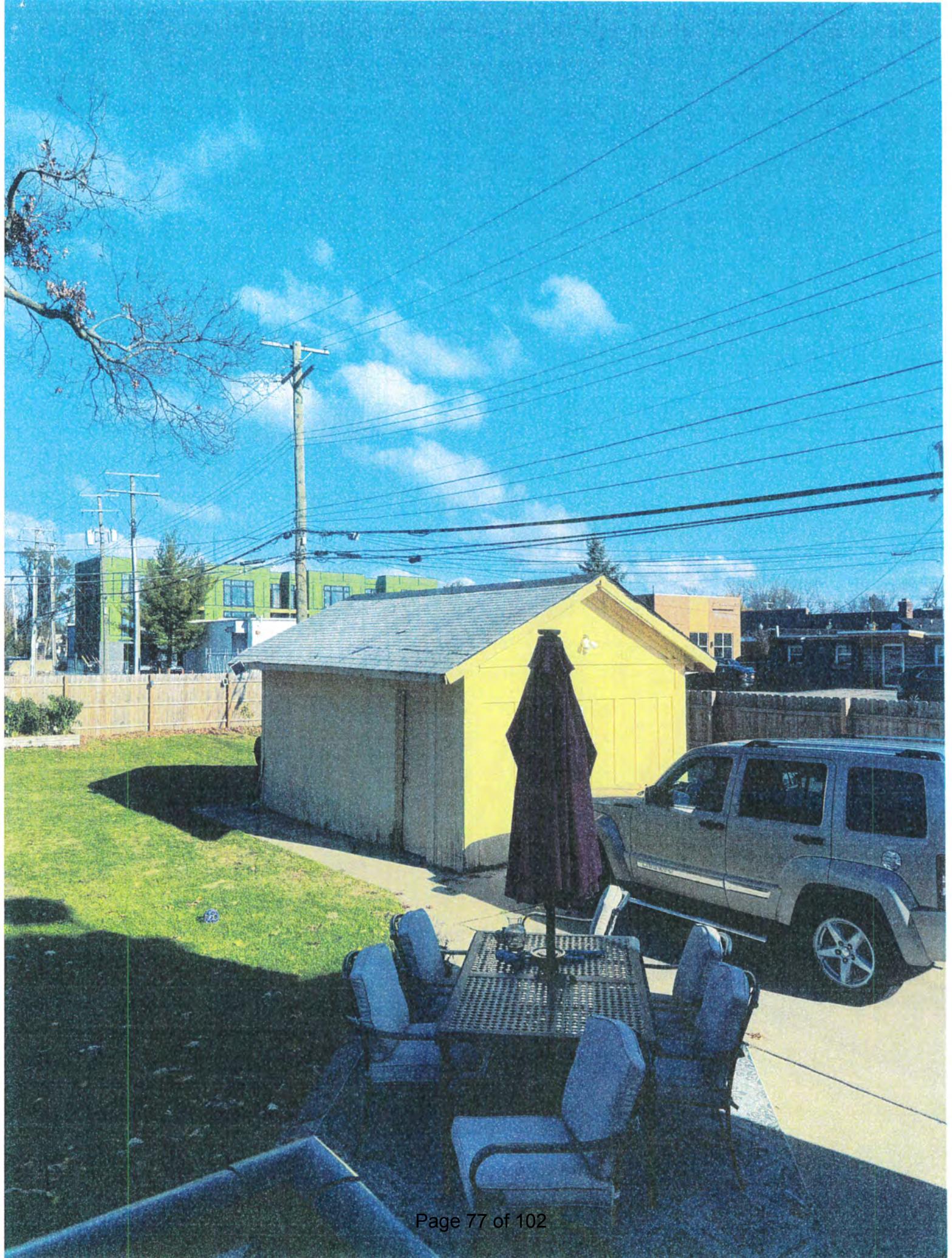
Scott Murray
Deeply Disappointed Homeowner
202 Willis Ave

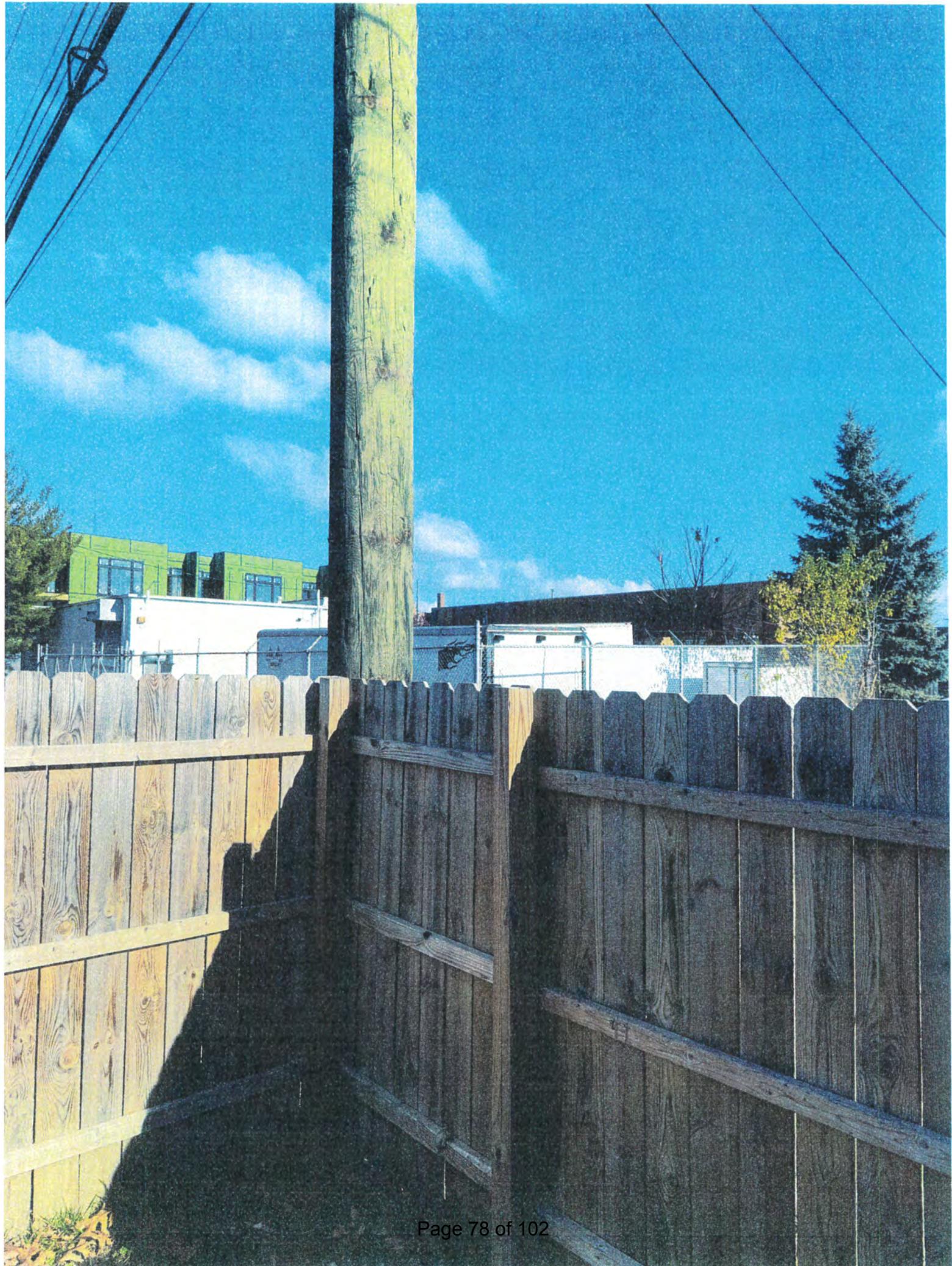


PRELIMINARY NOTE FOR CONSTRUCTION



PRELIMINARY NOT FOR CONSTRUCTION





Bianchi Flats

Multiple- Family @
723 N. Main St.
Royal Oak, MI



Bianchi Flats
723 N. Main St.
Page 79 of 102



Bianchi Flats

Project Location
Page 80 of 102

KRIEGER KLATT
ARCHITECTS

SITE KEY NOTES:

1. Midwest Ordinance
2. Royal Oak Dental
3. Koprince Dermatology & Skin Care
4. Beppe
5. 110 Austin Ave. – Multiple Family Development
6. Hollywood Markets
7. 808 N. Main St. – Multiple Family Development
8. Royal Oak Middle School
9. Office/Retail



Existing Conditions

Existing View from Main St. Looking Northwest
Page 81 of 102

KRIEGER KLATT
ARCHITECTS



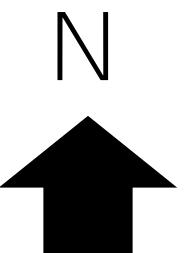
Existing Conditions

Existing View from Main St. Looking Southwest
Page 82 of 102

KRIEGER KLATT
ARCHITECTS



SITE KEY NOTES:



Bianchi Flats
Site Plan
Page 83 of 102

Layout Legend	
AMENITIES / CLUBHOUSE	
COMMON AREAS	
1 BEDROOM	
2 BEDROOM	

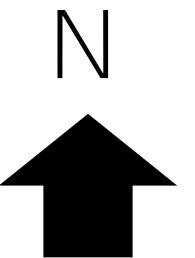


Bianchi Flats

First Floor Plan

PLAN KEY NOTES:

1. PROPOSED STAIRCASE LOCATIONS –TYP.
2. PROPOSED ELEVATOR
3. PROPOSED CLUBHOUSE AMENITY SPACE
4. PROPOSED UTILITY ROOMS
5. PROPOSED COVERED PARKING AREA
6. REFUSE
7. PROPOSED RISER ROOM



KRIEGER KLATT ARCHITECTS

Layout Legend	
AMENITIES / CLUBHOUSE	Orange
COMMON AREAS	Yellow
1 BEDROOM	Green
2 BEDROOM	Blue

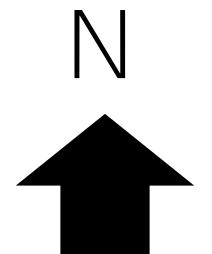
Unit Schedules	
Name	Count
02-Second Floor	
Unit A1	1
Unit A2	1
Unit A3	1
Unit A4	1
Unit B1	6
	10
03-Third Floor	
Unit A1	1
Unit A2	1
Unit A3	1
Unit A4	1
Unit B1	6
	10
04-Fourth Floor	
Penthouse 1	1
Penthouse 2	1
Penthouse 3	1
Penthouse 4	1
	4
Total Units	24



Bianchi Flats
Second-Third Floor Plans
Page 85 of 102

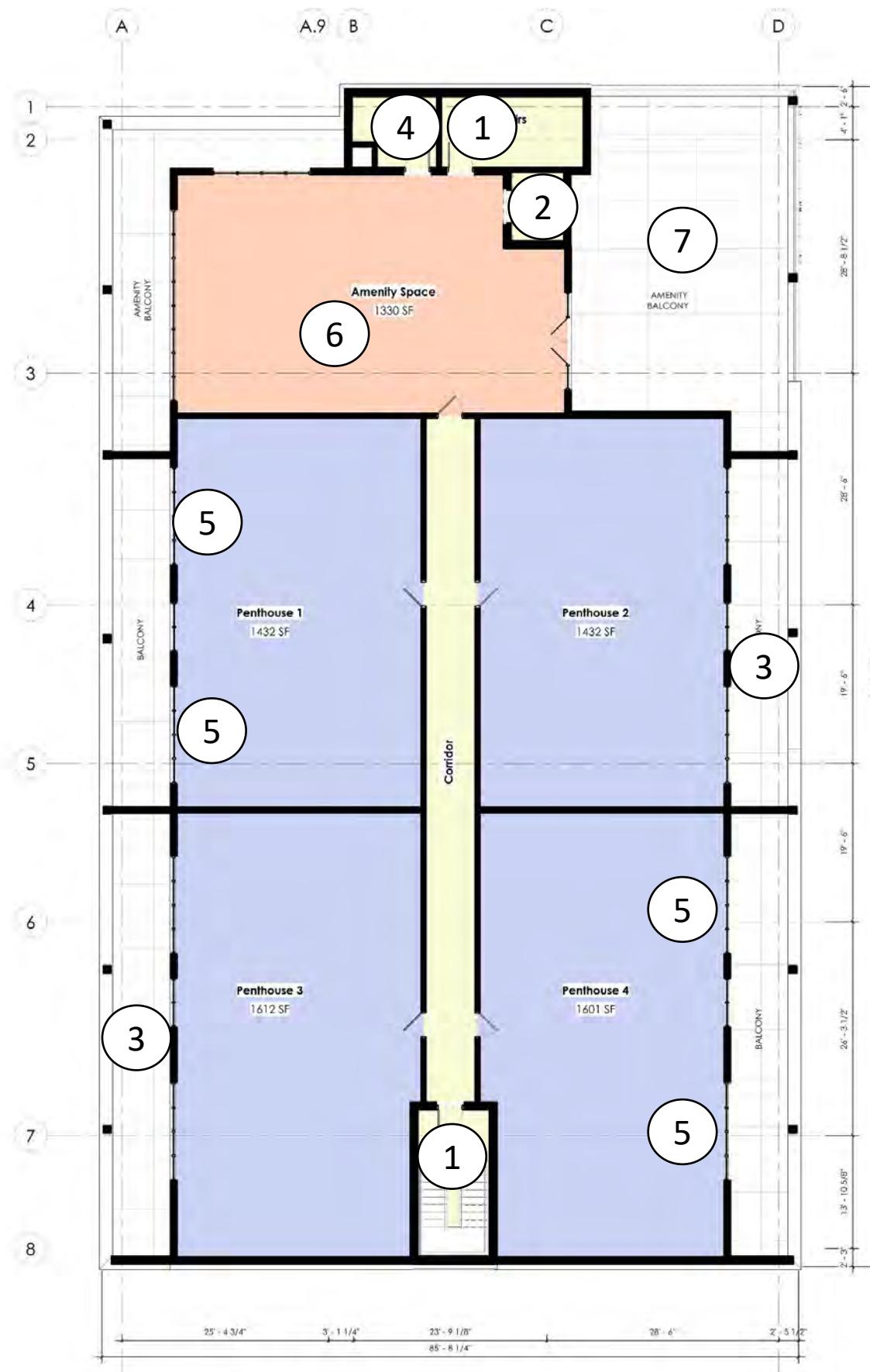
PLAN KEY NOTES:

1. PROPOSED STAIRCASE LOCATIONS – TYP.
2. PROPOSED ELEVATOR
3. PROPOSED BALCONIES – TYP.
4. PROPOSED REFUSE LOCATION (INTERIOR)
5. PROPOSED LARGE WINDOWS & SLIDING DOOR – TYP.



Layout Legend	
AMENITIES / CLUBHOUSE	Orange
COMMON AREAS	Yellow
1 BEDROOM	Green
2 BEDROOM	Blue

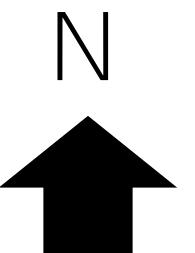
Unit Schedules	
Name	Count
02 - Second Floor	
Unit A1	1
Unit A2	1
Unit A3	1
Unit A4	1
Unit B1	6
10	
03 - Third Floor	
Unit A1	1
Unit A2	1
Unit A3	1
Unit A4	1
Unit B1	6
10	
04 - Fourth Floor	
Penthouse 1	1
Penthouse 2	1
Penthouse 3	1
Penthouse 4	1
4	
Total Units	24



Bianchi Flats
Fourth Floor Plan
Page 86 of 102

PLAN KEY NOTES:

1. PROPOSED STAIRCASE LOCATIONS – TYP.
2. PROPOSED ELEVATOR
3. PROPOSED PRIVATE BALCONIES – TYP.
4. PROPOSED REFUSE LOCATION (INTERIOR)
5. PROPOSED LARGE WINDOWS & SLIDING DOOR – TYP.
6. PROPOSED INTERIOR AMENITY SPACE
7. PROPOSED COMMON OUTDOOR AMENITY DECK



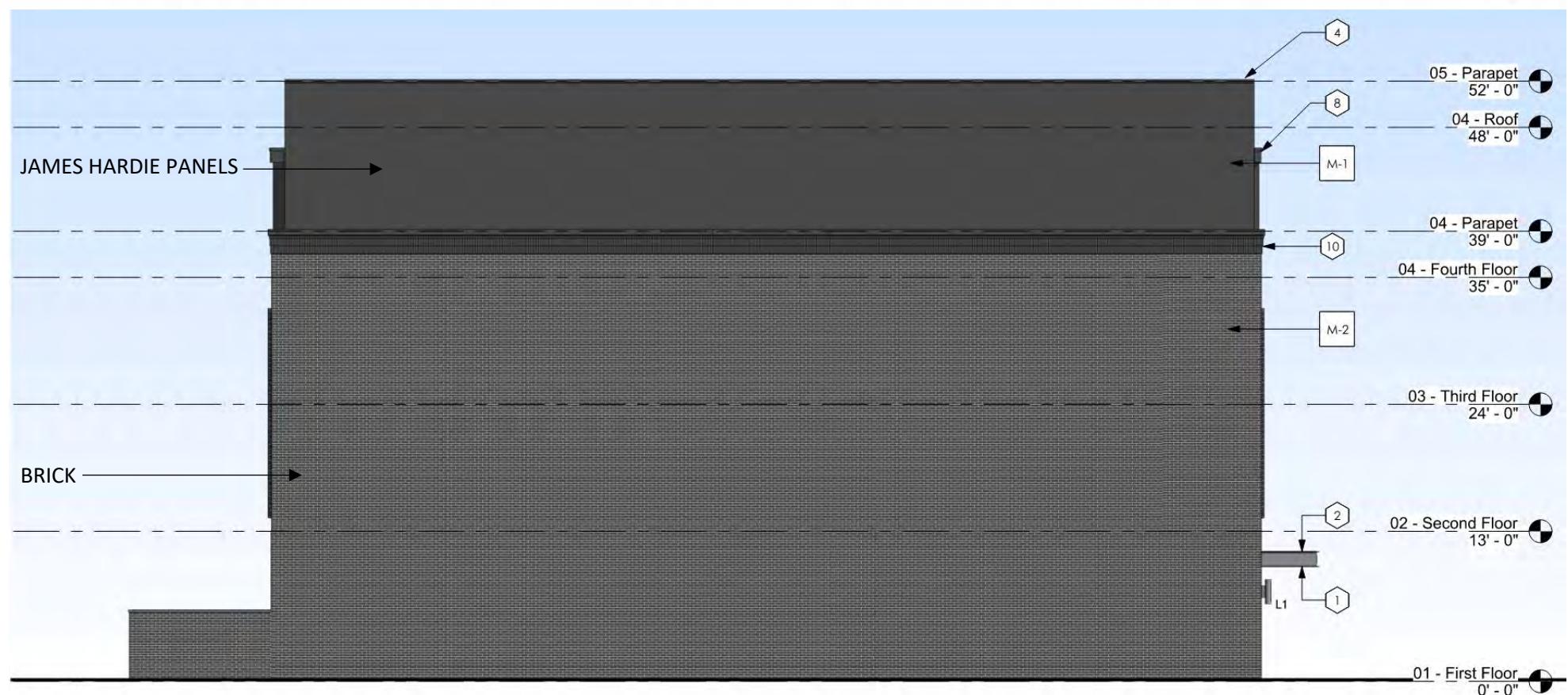


Bianchi Flats

Building Elevations

Page 87 of 102

KRIEGER KLATT ARCHITECTS



Bianchi Flats

Building Elevations

Page 88 of 102

KRIEGER KLATT ARCHITECTS

Balconies stepped back from the building face

Install a solid half wall along the balconies that face due west



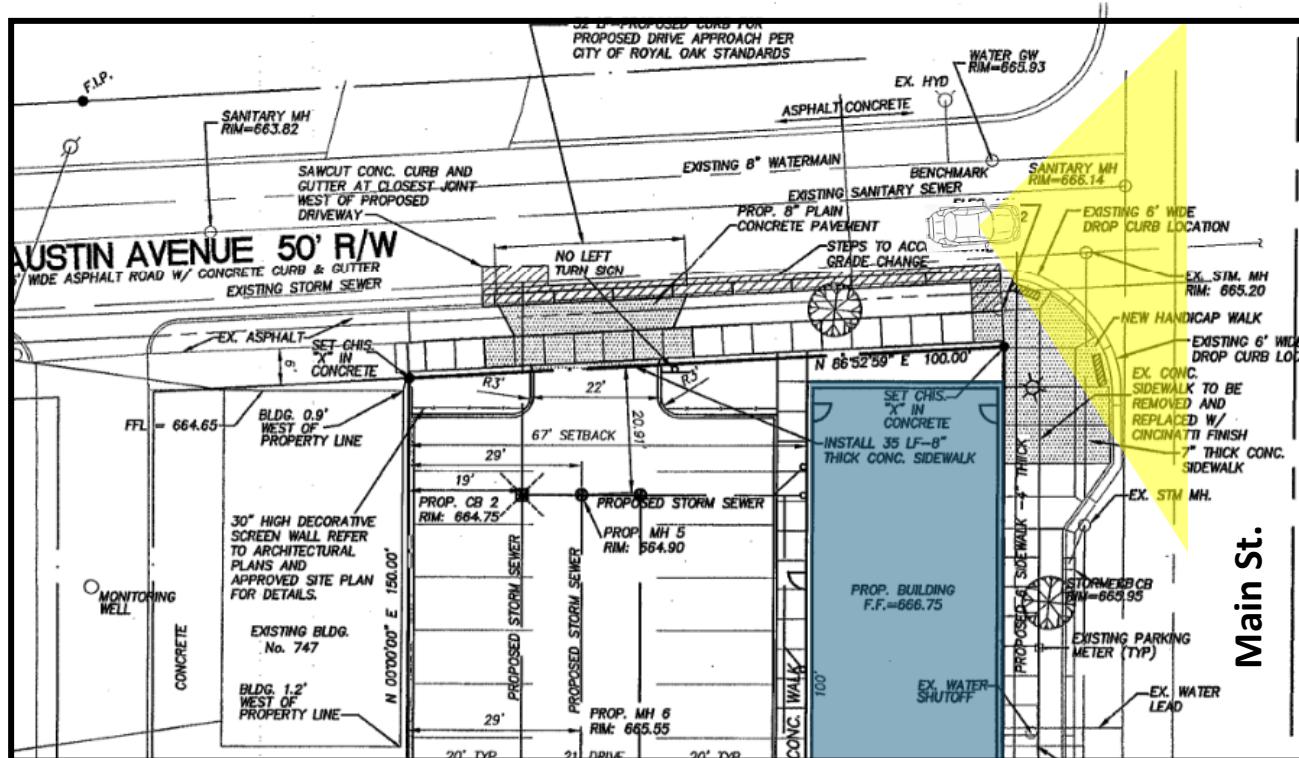
Bianchi Flats

Line of Sight Study
Page 89 of 102

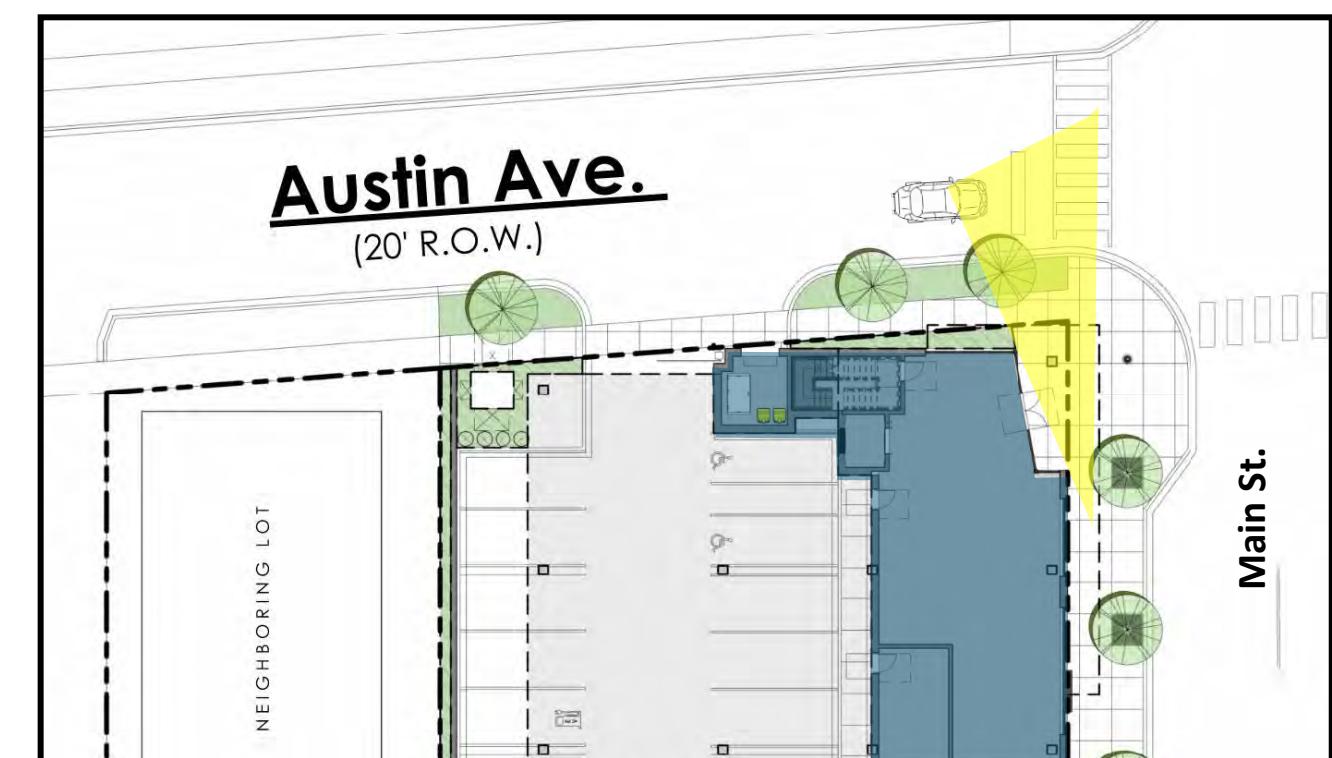


Bianchi Flats
Vision Triangles
Page 90 of 102

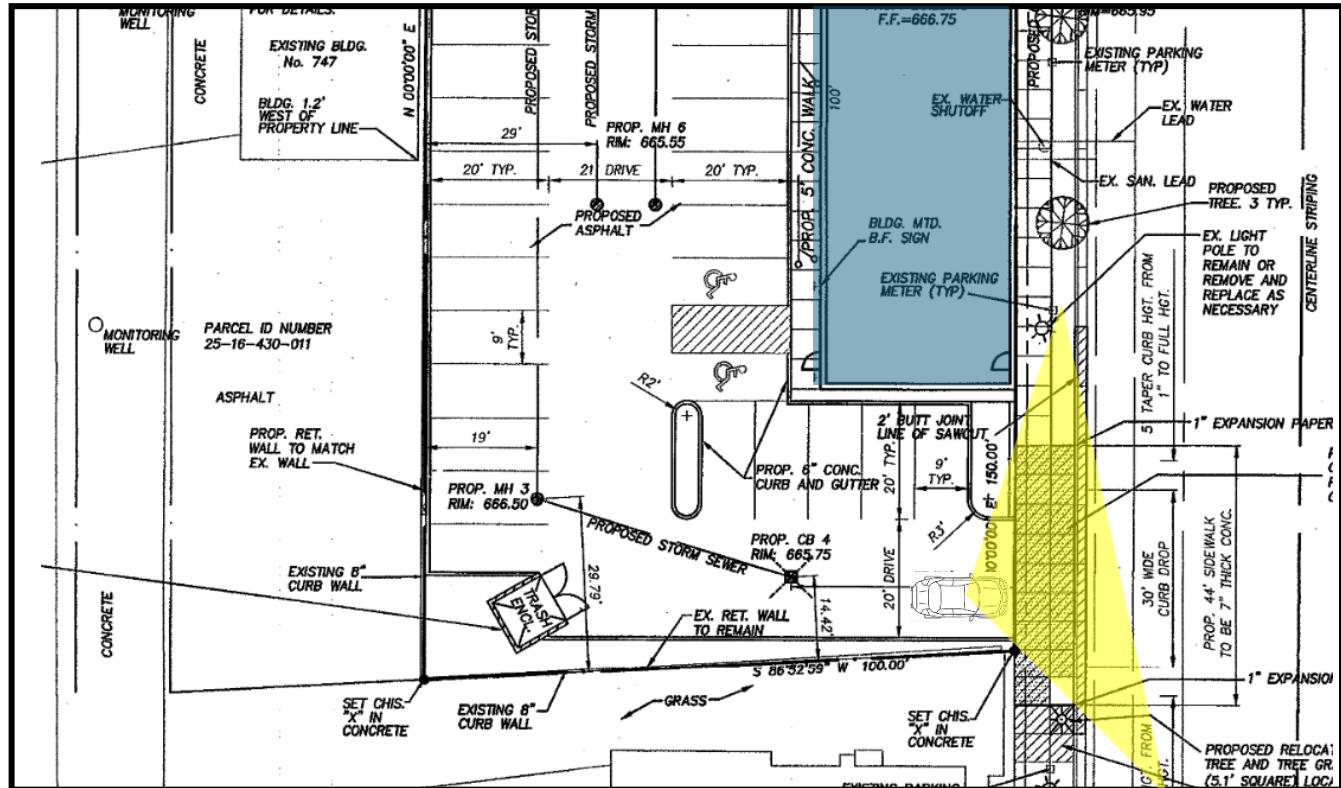
Existing Line of Site at the Corner of Austin and Main Street



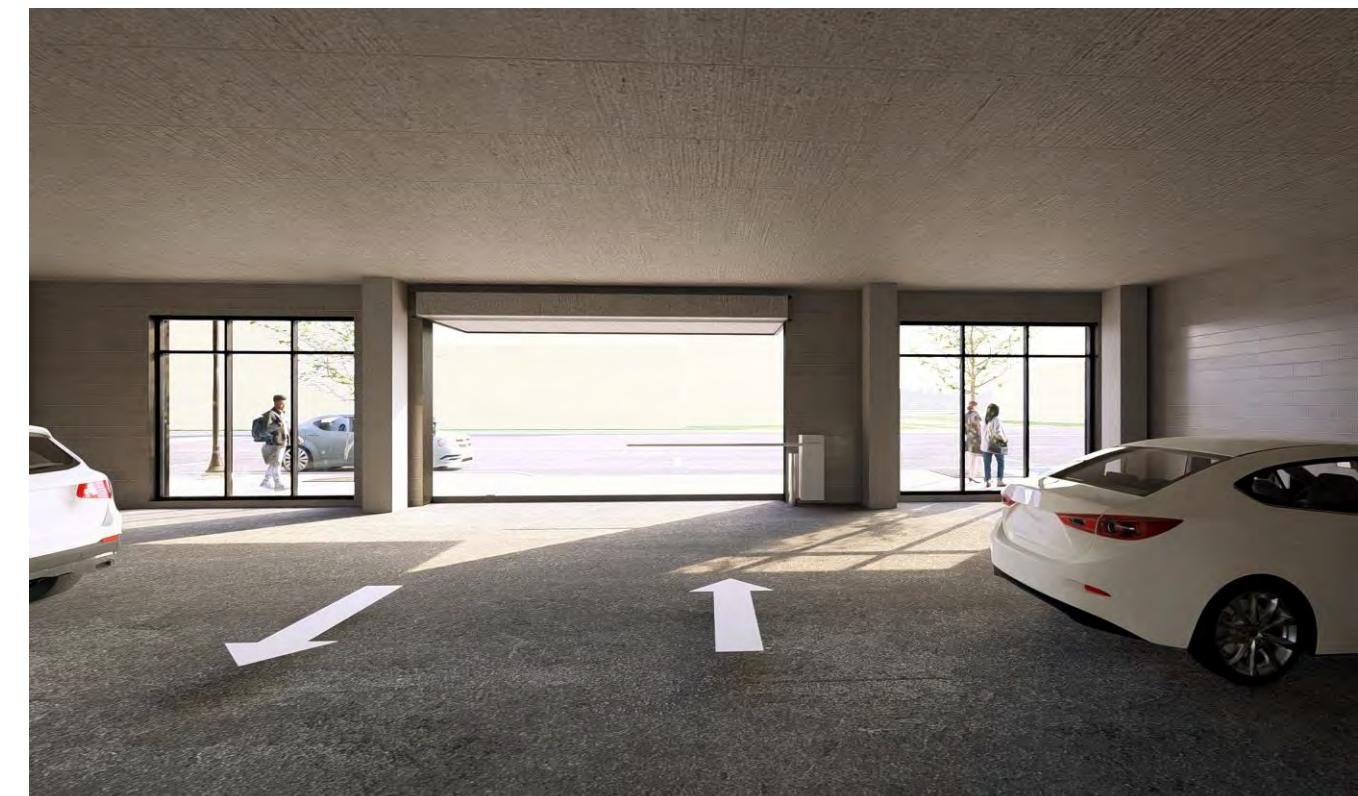
Proposed Line of Site at the Corner of Austin and Main Street



Existing Line of Site Heading East to Main Street



Proposed Line of Site Heading East to Main Street

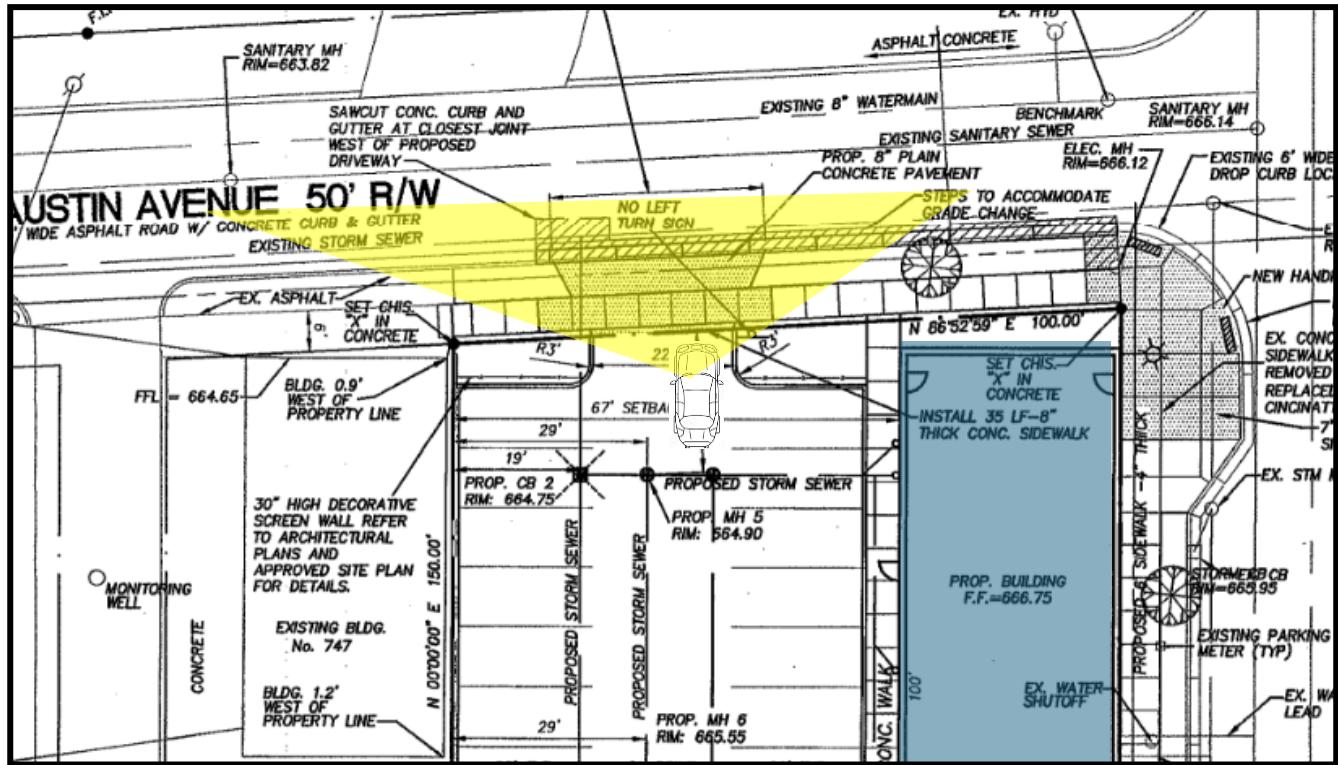


Bianchi Flats

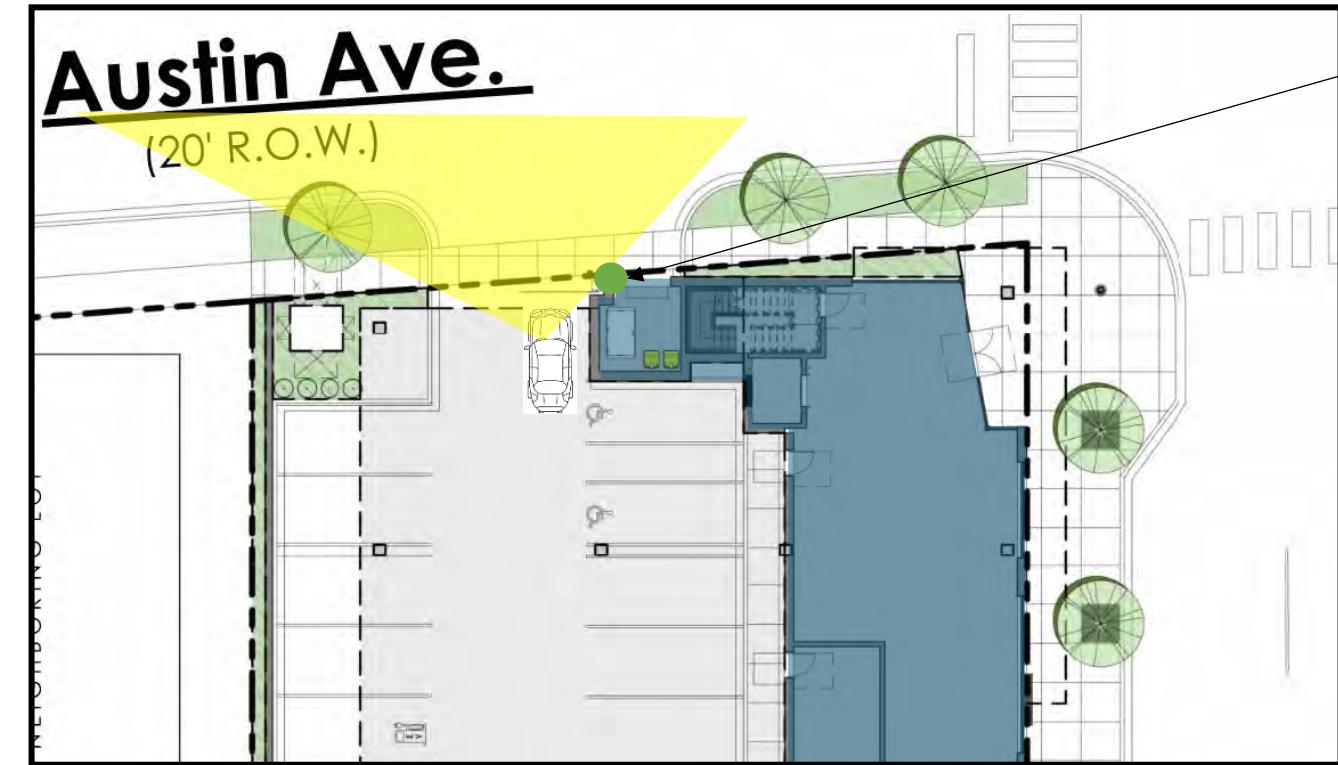
Line of Sight Study

KRIEGER KLATT ARCHITECTS

Existing Line of Site Heading North to Austin



Proposed Line of Site Heading North to Austin



Bianchi Flats

Line of Sight Study

KRIEGER KLATT ARCHITECTS

SUMMER SOLSTICE



JUNE 21ST @ 6AM

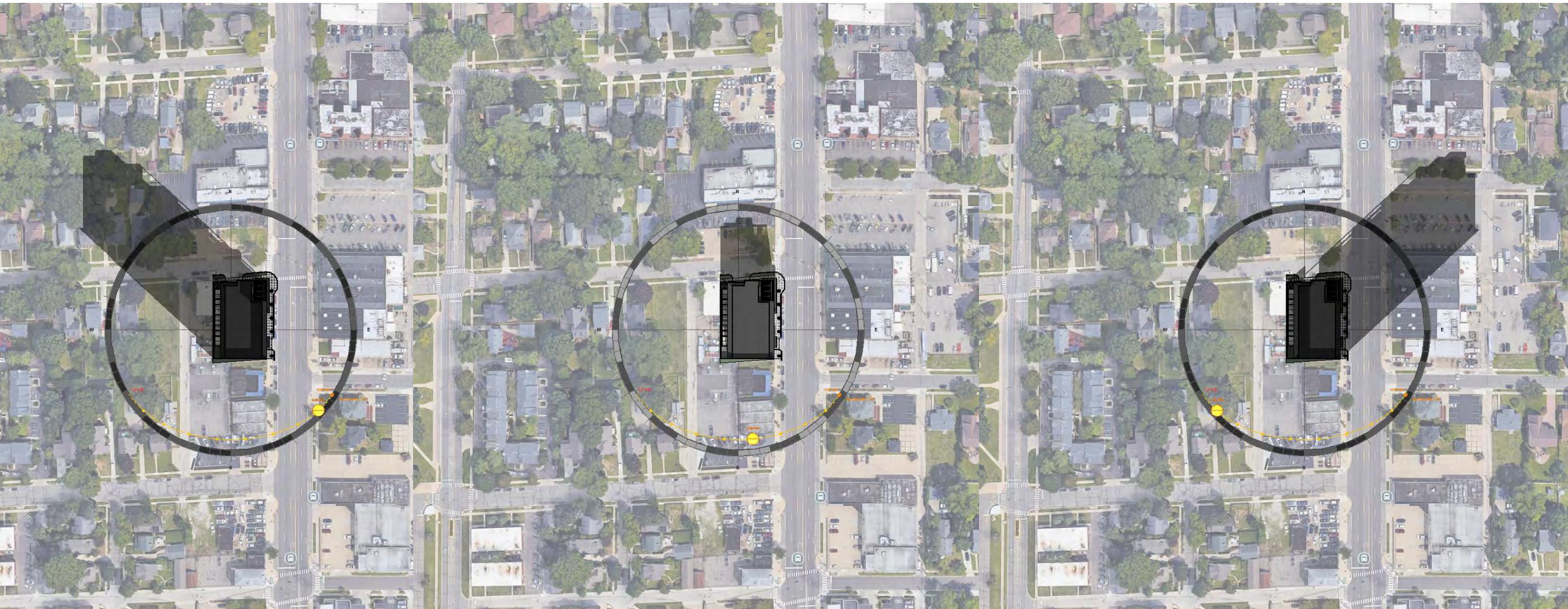
JUNE 21ST @ 12PM

JUNE 21ST @ 7PM

Bianchi Flats
Solar Study
Page 94 of 102

KRIEGER KLATT
ARCHITECTS

WINTER SOLSTICE



DECEMBER 21ST @ 9AM

DECEMBER 21ST @ 12PM

DECEMBER 21ST @ 4PM

Bianchi Flats
Solar Study
Page 95 of 102

KRIEGER KLATT
ARCHITECTS



Bianchi Flats
3D Rendering Looking West
Page 96 of 102

KRIEGER KLATT
ARCHITECTS



Bianchi Flats

3D Rendering Looking Southwest
Page 97 of 102

KRIEGER KLATT
ARCHITECTS



Bianchi Flats
3D Aerial Rendering Looking Northwest
Page 98 of 102

KRIEGER KLATT
ARCHITECTS

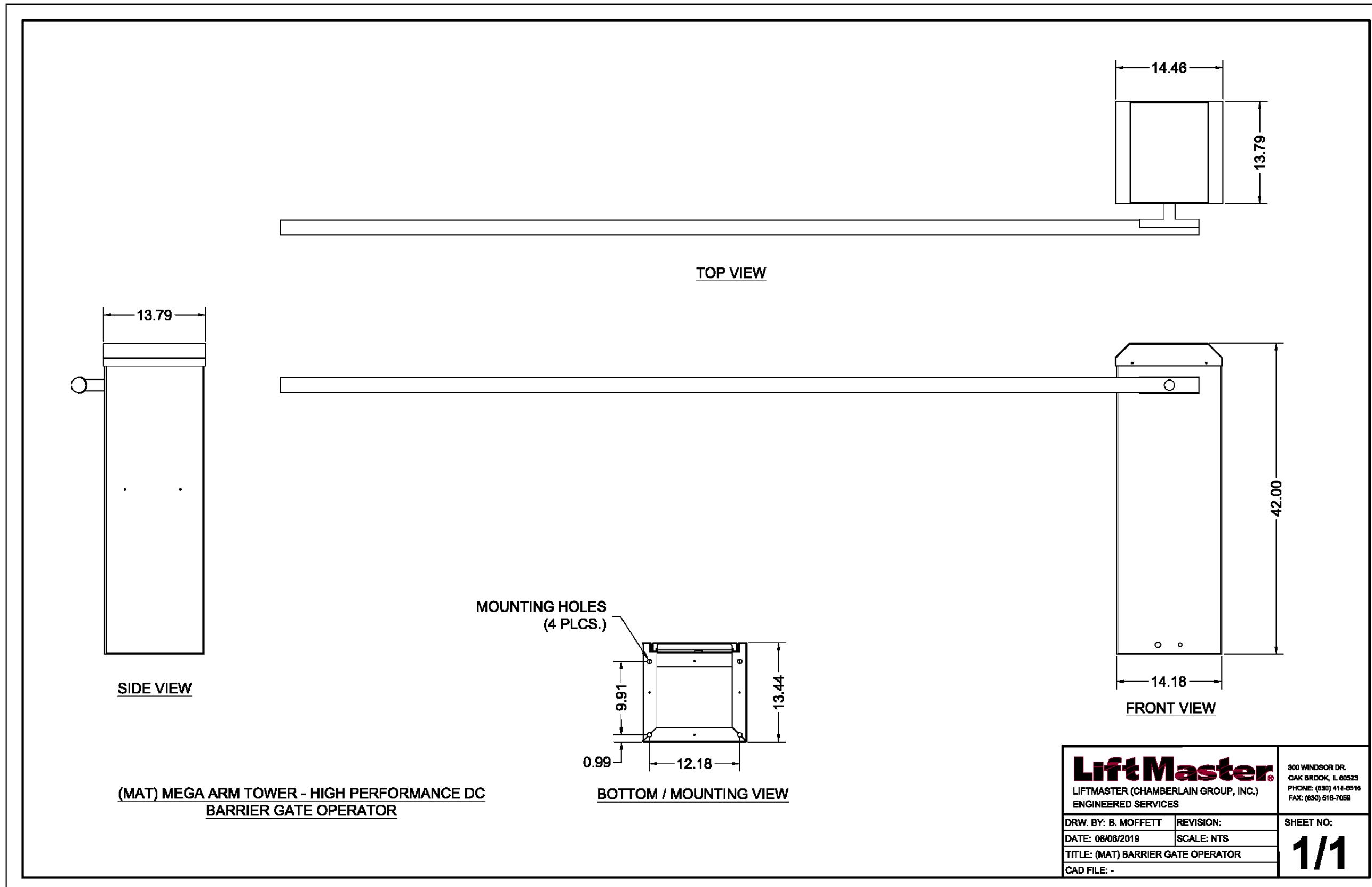


Bianchi Flats

3D Aerial Rendering Looking West
Page 99 of 102

KRIEGER KLATT
ARCHITECTS

Thank You!





(LED) Flashing or Blinking Light and LED EVS Signal Beacon

The deployment of a flashing or blinking signal can generate even more attention than a permanent light. Blinking and flashing beacons nowadays often employ long-life LED technology which has a significantly longer life duration of up to 50,000 hours with a considerably reduced power consumption.

The stochastic, random flickering light EVS (Enhanced Visibility System) has been developed by WERMA on a neurobiological basis. As deployed in LED Beacons, this technology succeeds in generating an optimal attention level never previously reached by existing signal devices.

WERMA employs LEDs for its EVS system. A microprocessor triggers random light signals, which make the light appear extremely "agitated", thus generating a continuously high attention level amongst those in the vicinity - even when viewed out the corner of the eye.

Bianchi Flats